

## Child Protection Procedures

We intend to ensure that our Nursery is an environment where children are safe and that the children in our care are free and protected from any form of abuse. All staff will give their full commitment to safeguard and promote the welfare of all children within our care. A Designated Safeguarding Lead will be available during full opening hours. It is important to recognise that children cannot protect themselves from abuse but have a right to be protected.

The aims of this policy are:

- To raise awareness with all staff of their personal responsibility to safeguard children.
- To support staff in identifying the indicators of abuse so that they are confident to take appropriate action.
- To have a clear, robust and structured child protection procedure which is well understood by all adults in the setting and to pro-actively reduce the risk of harm or actual harm.
- To ensure that the Designated Safeguarding Lead (DSL) fulfils their responsibility regarding any child abuse concerns by following the policy in a timely manner, recording appropriately and supporting other staff with advice and training.
- To support staff in the setting to provide a safe, caring, positive and stimulating environment that promotes the welfare, safeguarding and learning and development of the individual child.
- To protect children by providing an environment where children feel confident in knowing how to approach adults in the setting if they are in difficulty or wish to complain and children are supported to learn how to keep themselves safe or free from prejudice, including when online.
- To support staff to take appropriate action if there is a concern about a member of staff in the setting.
- To know where to seek additional advice if there are issues concerning sexual exploitation, radicalisation or extremism and take appropriate action.

This policy applies to all staff, Owners, students and volunteers working in the setting. It takes into account statutory guidance provided by the Department for Education, Ofsted and local guidance issued by the DDSCP

**This policy was adopted on** .....  
**(Signature and job role)** .....

The policy must be reviewed and updated at least every 12 months (or as a result of a significant safeguarding incident), and shared with staff and parents.

**Reviewed (date)** .....  
**Signature and job role** .....

In addition to this policy, see also:- H&S, Risk Assessments, Emergency Evacuation and Lockdown, Babysitting, Extremism and Radicalisation, Role of the DSL, E-Safety, Nursery Security, code of conduct, and disciplinary procedures etc.

### Contents

<b>Page 1</b>	Aims and Objectives
<b>Page 2</b>	Safeguarding definition and action
<b>Page 3, 4 &amp; 5</b>	Child protection procedures, Child Disclosure and Early Help
<b>Page 5</b>	Concerns/Allegations against staff
<b>Page 5 &amp; 6</b>	Vulnerable children, Staff Behaviour, Whistle Blowing
<b>Page 6 &amp; 7</b>	Information sharing, Safe recruitment, Training, Visitors & Complaints
<b>Page 7 &amp; 8</b>	Prevent Duty, Peer on peer, CSE
<b>Page 8 &amp; 9</b>	FGM, Breast Ironing, Use of mobile phones, devices and ICT
<b>Page 9</b>	Missing child,
<b>Page 10</b>	Notes and Body Maps
<b>Page 11</b>	Head Form
<b>Page 12 &amp; 13</b>	Initial Concern
<b>Page 14</b>	Chronology

**Safeguarding definition and action**

The DfE 'Working together to Safeguard Children' 2019 defines safeguarding as:

1. protecting children from maltreatment
2. preventing impairment of children's health or development
3. ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
4. taking action to enable all children to have the best outcomes

Safeguarding action may be needed to protect children from physical abuse, emotional abuse, sexual abuse, exploitation or neglect. We will ensure that all concerns about a child's safety or well being which come to the attention of staff or volunteers will be followed up and dealt with as quickly and sensitively as possible.

Safeguarding also includes:

- Children's health and safety including intimate care and first aid provision.
- Children's well-being including mental health.
- Meeting the needs of children with special or additional needs.
- Meeting the needs of children with medical conditions.
- Child Behaviour Policy and physical interventions.
- Visit and outings policies.
- Online safety and use of mobile phones and camera policy.

Our Safeguarding principles are:

- Safeguarding is everyone's responsibility
- Children have a right to feel safe and are listened to.
- It is better to help children as early as possible.

There are 3 main elements to our Safeguarding policy...

1. Prevention e.g. positive, safe atmosphere, provides support and information.
2. Child centred approach.
3. Protection by following clear and agreed procedures (sharing concerns, recording concerns and acting on them)

**Safeguarding action may be needed to protect children from: Physical abuse, Emotional abuse, Neglect, Sexual abuse or Radicalisation**

But also :-

- bullying, including online bullying and prejudice-based bullying
- racist, disability, homophobic or transphobic abuse
- gender-based violence, or violence against women and girls
- radicalisation or extremist behaviour
- child sexual exploitation and trafficking
- children at risk of criminal exploitation
- the impact of new technologies on sexual behaviour, for example, distributing of child/youth generated images and accessing images of child abuse
- teenage relationship abuse
- substance misuse and exposure to children to this
- issues that may be specific to a local area or population, for example gang activity and youth violence
- domestic violence
- female genital mutilation
- forced marriage
- fabricated or induced illness
- poor parenting, particularly in relation to babies and young children • any other issues that pose a risk to children

Safeguarding also relates to broader aspects of care and education, including:

- children's and learners' health and safety and well-being, including their mental health
- meeting the needs of children who have SEND
- the use of reasonable force
- meeting the needs of children and learners with medical conditions
- providing first aid
- educational visits
- intimate and personal care and emotional well-being
- online safety and associated issues
- appropriate arrangements to ensure children's and learners' safety and security, taking into account the local context

Any risks to the child regarding parents/carers behaviour e.g. misusing drugs or alcohol or a child going missing, being vulnerable to radicalisation or sexual exploitation or knowledge about a private fostering/host family arrangements etc will be shared with the local authority children's social care service.

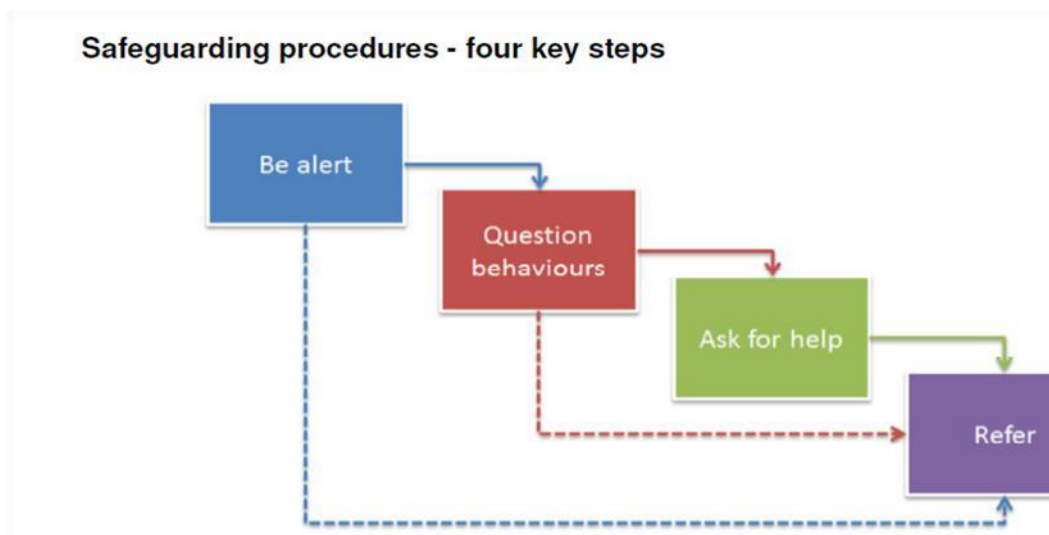
### Early Help

Early help services can support children and families at an early stage and can respond to the different levels of need of individual children and families. Where needs are emerging or low level, individual services and universal services may be able to meet these needs, take swift action and prevent those needs escalating to a safeguarding concern.

All staff can refer to Derbyshire's early help offer and starting point if they feel a child or family may need further support. In the first instance, speak to the manager or designated safeguarding lead to discuss your concerns.

### Child Protection Procedures

**Starting Point is Derbyshire's first point of contact.**



The Senior Designated Safeguarding Lead (DSL) for this setting is **Alice Allen**  
 (Read alongside 'Role of the DSL' policy 2019)

The Deputy who will take over this role in the DSL's absence is **Gemma Radford**  
 Our Designated safeguarding lead are **Claire Buxton and Larissa Wilson**

- There will always be a named DSL (**Alice Allen or Gemma Radford**) available whenever the setting is open, and a contact for when children are off site e.g.- trips and outings; the DSL remains the overall responsible person for child protection issues.
- All staff must be aware of the setting's Child protection policy and safeguarding procedures, and understand their responsibilities in being alert to, and acting appropriately in cases of abuse, or suspected abuse, and know how to recognise and refer any concerns.
- All staff must have professional curiosity and question the behaviour of children and parents/carers, not necessarily take what they are told at face value.
- **See Flow chart appendix 4** - Any initial concerns should be discussed with the DSL. The DSL will decide with the member of staff the most appropriate action to take, depending on the circumstances and the support or action required, including a telephone referral if urgent and immediate to Starting Point. All other referrals are by completing an on-line referral form **www.derbyshire.gov.uk/startingpoint**
- The DSL can phone the Starting Point professionals advice line available on **01629 535353** Monday to Friday (8am-6pm). This is for professionals not sure if a threshold for referral is met. (Derbyshire County Council's Starting Point is the first point of contact and referral service for children who live in Derbyshire:- **(01629) 533190** This is 365 days per year and includes out of hours )  
 An immediate referral to DCC Starting Point or the Police **MUST** be made if a member of staff has a significant concern or suspects that the child is at risk of immediate harm or danger. **(01629) 533190** or **999**. It will then be the role of social care or health practitioners via the Starting Point referral and/or the Police to investigate individual cases and take further action if required.

Where there is concern about suspected harm or risk of harm to a child, the referral should be made to the local authority for the area where the child lives. Our main neighbouring Local Authorities are:

Nottinghamshire 0300 500 8080  
 Derby City 01332 641 172  
 South Yorkshire 0130 273 7777

See also: [https://www.derbyshire.gov.uk/council/council\\_works/other\\_councils/neighbours/default.asp](https://www.derbyshire.gov.uk/council/council_works/other_councils/neighbours/default.asp)

- All concerns and discussions about a child's welfare are confidential and must be recorded on an incident record, including the decisions made and the reasons for the decisions. Records need to be a coherent and factual record of the concerns which are stored on individual children's files in a clear chronological order.
- The DSL is responsible for ensuring that the necessary paperwork is completed and sent to the relevant people and stored in a safe and confidential place.
- Ofsted (0300 1231231) will be informed of any significant safeguarding incident that have been referred to the local authority, (our insurance company (Poundgates) will also need to be notified of any significant incidents). Ofsted must be informed as soon as practical, of any incident regarding notification and in any case within 14 days.
- The setting will monitor the situation and if there are further signs of potential abuse and neglect, the matter will be reported and referred again by the DSL.

**If a child chooses to disclose to a member of staff:-**

Staff will be sensitive at all times and take appropriate action if the child is in need of urgent attention. Staff will be open about the concern and make it clear to the child or adult that the member of staff will have to tell others. Staff will inform parents/carers about any child protection concerns, unless doing so would put the child at further risk or the member of staff is concerned about a real risk to themselves. (A record will be kept using Appendix 1)

**Staff should:**

- Be accessible and receptive

- Listen carefully and uncritically at the child's pace
- Take what is said seriously
- Reassure the child that they are right to tell
- Tell the child that you must pass this information on
- Make no promises
- Make a careful record of what was said
- Follow the setting's safeguarding policy and report any concerns as soon as possible.

**Staff should NEVER:**

- Take photographs or examine an injury
- Investigate to prove or disprove possible abuse
- Ask leading questions, make promises to children about confidentiality or keep 'secrets'
- Assume that someone else will take the necessary action
- Jump to conclusions or react with shock, anger or horror, speculate or accuse anybody
- Confront another person (adult or child) allegedly involved
- Offer opinions about what is being said, or about the person allegedly involved.
- Forget to record what you have been told
- Fail to pass the information on to the correct person
- Ask a child to sign a written copy of the disclosure.

**Concerns or allegations against a member of staff**

**See Flow chart appendix 3 -**

We will follow up any allegation about any member of staff who has access to children in the setting. **We will always contact the Local Area Designated Officer (LADO) on 01629 533190 and follow their advice.** We will also inform OFSTED on 03001231231 within 14 days of the incident. We are aware that sometimes there may not be enough evidence to meet LADO thresholds but if the incident involves a breach of trust or is not in line with our behaviour policy, disciplinary action will still be taken by the setting.

**Vulnerable children**

A number of common barriers exist that could prevent children from telling about being abused. Staff should also be alert to the needs of children who may be vulnerable and will have to overcome additional barriers; this could include a child who:

- is disabled and has specific additional needs
- has special educational needs
- is a young carer
- is showing signs of engaging in antisocial or criminal behaviour
- is in a family circumstance presenting challenges for the child such as substance abuse, adult mental health, domestic violence and is showing early signs of abuse or neglect

**Staff behaviour**

- All staff, students and volunteers will be expected to disclose to the manager any circumstances which may indicate that the member of staff or volunteer could be barred from working with children (Childcare Regulations 2006). This will also be monitored via a suitability declaration annually – any changes to this disclosure in the interim MUST be passed on to the Manager.
- All staff have a personal responsibility to keep up to date with knowledge and training about safeguarding yearly and know what to do if a concern is raised.
- All staff must be vigilant, alert to potential warning signs and minimise risk.
- All staff must take responsibility for their own behaviour, understand the need for professional boundaries and to avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations and subsequent consequences
- All staff must be alert to any inappropriate behaviour of others and report any concerns to their manager immediately.

The acceptable use of technologies and communications including the use of social media is within the mobile phone, camera and use of ICT policy.

- Staff members must not discuss any issues relating to the setting, children or staff outside of the setting, or act in a way which could be deemed inappropriate or bring the setting into disrepute, as per the setting's Code of Conduct and the contractual disciplinary procedures.

### **Whistle blowing**

All staff, students and volunteers are able to raise concerns about any poor or unsafe practice and potential failures in the setting's safeguarding process and concerns will be taken seriously by the management team.

If staff have concerns about the conduct of a colleague, the member of staff should, in the first place, discuss this with a member of the management team and escalate via the allegations against staff procedures if appropriate. However, if they feel the concern is not being dealt with appropriately, and the concern is about the behaviour of a manager then the member of staff should inform the LADO directly and/or Ofsted, if there is a potential breach of Ofsted registration requirements.

The NSPCC whistleblowing helpline is available for staff who do not feel able to raise concerns regarding child protection failures. Staff can call: 0800 028 0285 – this line is available from 8:00 AM to 8:00 PM, Monday to Friday and Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

### **Information sharing**

Information sharing is vital in order to provide effective early help and to keep children safe from harm. This includes sharing relevant information regarding safeguarding issues or concerns with partners, other settings and schools that a child may attend. Information will be shared in line with the guidance '**Information sharing advice for safeguarding practitioners 2015**' and will be stored safely and in line with the Data Protection Act 1998.

Any concerns regarding the welfare of a child will usually be discussed with the parents, but not if there is a view that this would put a child, a vulnerable adult or the member of staff at risk. Detailed confidential and accurate written records of concerns about a child will be kept securely, even if there is no need to make an immediate referral. If any child with a known child protection plan has a safeguarding concern raised or is absent without explanation, this will be referred to their Social Worker/Social Care Team as soon as possible.

The setting will however, gain prior permission from all parents to share relevant information about their child with another setting, in order to support their learning and development. Ofsted registered settings have a statutory responsibility to notify Ofsted of:

- The death or injury of a child whilst in the care of the setting or later, as the result of something that happens while the child was in in the setting.
- The death or serious accident or serious injury or illness to any other person on your premises
- Where a child needs to go to an Accident and Emergency Department of a hospital (and requires hospitalisation for more than 24 hours), either directly from the settings or later, as the result of something that happened while the child was in the settings.
- Any significant event that is likely to affect the suitability to care for children • A child sustaining any serious injuries

### **Safer recruitment**

The setting will make sure that management, staff and volunteers are carefully selected, vetted, trained and supervised in accordance with interview and induction policies and procedures. This includes enhanced criminal records checks from the Disclosure and Barring Service (DBS) and all references will be followed up. The name of any member of staff considered not suitable to work with children will be notified to the DBS (Disclosure and Barring Service), with the advice of Local Authority Designated Officer (LADO). All applicants for posts at Sunnybank will be required to disclose their employment history and provide two written references. All applicants will undergo an initial interview followed by a 'working' interview. A probationary period of three months will be required for all posts. It will be made clear to applicants that posts within Nursery are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All students and 'work experience' candidates will be required to undertake an interview prior to the commencement of their placement.

### **Safeguarding training**

We will ensure all staff have had appropriate training as advised by the (DDSCP) at least annually. The DSL will attend designated safeguarding lead/safeguarding training at least every two years, and their knowledge and skills will be refreshed at least annually and share this with staff. Staff will have a duty to be aware of the local Safeguarding Partnership procedures are ensure these are followed.

### **Visitors**

Children are never left unsupervised with visitors and the identity of all visitors will be checked if children are being cared for at the time of the visit. If visitors are known, they must have a valid reason for visiting and sign in when they arrive and leave in the visitors' book. We reserve the right to turn away visitors who do not have required and relevant ID.

### **Complaints**

The staff will inform parents/carers how to voice their concerns or make a complaint via the setting's complaints policy and make sure that parents/carers have access to a copy of the setting's safeguarding/child protection policy. The Ofsted poster with Ofsted's contact is displayed in the hallway, should parents/carer wish to complain directly to Ofsted.

### **The Prevent Duty 2015**

The Counter Terrorism and Security Act places a duty on Early Years settings to "have due regard to the need to prevent people from being drawn into Terrorism." Protecting children from the risk of radicalisation is part of the wider safeguarding duties and any concerns will be followed up via the setting's safeguarding procedures detailed above. **Also see flowchart - appendix 4**

The DSL can seek advice regarding the Prevent Duty by contacting either; Seamus Carroll who is the lead officer for Prevent at Derbyshire County Council by emailing [seamus.carroll@derbyshire.gov.uk](mailto:seamus.carroll@derbyshire.gov.uk), or calling **01629 538494**, or the Starting Point professionals advice line **01629 535353** and follow the advice given or enquiry to a multiagency panel (CHANNEL) depending upon the information gathered and level of risk.

We meet the requirement of the Prevent duty by:-

- **Risk assessment** - staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection and report concerns via the safeguarding procedures.
- **Training** - It is essential that staff are able to identify children who may be vulnerable to radicalisation, and know what to do when they are identified. All staff must undertake a Workshop to Raise Awareness of Prevent (WRAP), Channel Awareness and any further updates to training that may become available.
- **E-Safety** – All staff must be aware of the risks posed by the online activity of extremist and terrorist groups and how to manage access to the internet via phones and games etc.
- **Partnership working** – The Prevent duty builds on existing local partnership arrangements for safeguarding and we also work to build close links with parents to be able to offer support and guidance as they are in a key position to spot signs of radicalisation.

The setting supports children to build resilience to radicalisation by promoting **Fundamental British Values** and enabling them to challenge extremism. (Mutual respect and tolerance, Individual liberty, Democracy, Rule of law)

### **Peer on peer abuse**

Safeguarding issues can manifest themselves via peer on peer abuse (children abusing other children). This could include, but is not limited to: bullying (including cyber bullying), gender-based violence/sexual assaults and sexting etc.

Any peer on peer abuse will be dealt with via the setting's behaviour policy or the child protection procedure, as appropriate. We will also ensure that the needs of children and young people who abuse others will also be considered.

### **Child sexual exploitation (CSE) and Children at Risk of exploitation (CRE)**

CSE involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual or criminal activities. This can also be peer on peer. We recognise this is relevant to both boys and girls. If we are worried about a child being at risk of CSE/CRE, we will follow our safeguarding policies and procedures, supporting the child in a sensitive manner. All staff will undertake CSE online training as a minimum requirement.

Risk factors may include;

- Going missing, staying out unusually late
- Engagement in offending
- Disengagement from education
- Using drugs or alcohol
- Unexplained gifts/money
- Overly secretive
- Repeat concerns about sexual health
- Decline in emotional wellbeing
- Association in gangs
- Unexplained injuries
- Carrying weapons, access to or carrying unusual number of mobile phones

### **Female Genital Mutilation (FGM)**

It is illegal in the UK to subject a girl or woman to female genital mutilation (FGM), to take a child abroad to undergo FGM or for any person to advise, help or force a girl to inflict FGM on herself. It is also an offence to fail to protect a girl from the risk of FGM. Any information that a girl or young woman is at risk of or has undergone FGM must result in a referral to Children's Social Care.

All staff must be aware of this legal duty, the indicators of FGM and the good practice guidance in the document below:

[http://derbyshirescbs.proceduresonline.com/chapters/p\\_fem\\_gen\\_mut.html](http://derbyshirescbs.proceduresonline.com/chapters/p_fem_gen_mut.html)

It is now mandatory that staff report any cases of actual or suspected FGM

All staff will be required to complete FGM online training as a minimum requirement.

If we are worried that a child (or adult) is at risk of FGM or has had FGM, the safeguarding policy and procedures must be followed, and the child will be supported in a sensitive manner. The child's family, or those with influence within the community, will not be approached in advance of any enquiries by the police, adult or children's social care.

Staff are also aware of the ongoing increase in cases of breast ironing and we will follow our safeguarding policy and procedure if we are worried about an adult or child at risk.

### **Mobile phones, camera and use of ICT policy (including other devices that can take or store digital images)**

We recognise that this technology is an effective communication tool which we wish to manage effectively and safely. The use of this equipment is restricted to the office area ONLY to avoid distraction and disruption to the care of children and to minimise the opportunities for any individual or group to put children into potential risk of harm.

If there is misuse or incidents related to information, communication technology (ICT), it must be reported to a manager and the DSL who will take appropriate action to follow the safeguarding procedures, if appropriate. Misuse could be considered as gross misconduct and could therefore result in the requirement for suspension whilst the investigation takes place or even instant dismissal.

- The setting has its own mobile phone available or outings, for contact and emergencies and this is the only mobile phone to be used in work hours.
- There is a clear expectation that the use of personal mobile phones by staff is limited only to allocated lunch and/or breaks.



- Personal devices must never be used in the setting by staff to take photos or record/share images of children, in any circumstances.
- We will only take photographs with parental permission using the setting's camera/tablet, and only those which will help us support a child's learning and development or share events. Photographic files will be stored safely and not be kept once the child leaves our care, unless prior agreement is agreed with the parent.
- We have registered with the Information Commissioner's Office (ICO) as we store personal data. Our storage of personal and digital information will also meet the requirements of the Data Protection Act (1998) and will be secured at all times through password protections for access and regular virus check updates – see GDPR 2018 policy and procedure.
- We will make sure that any devices with access to the internet are suitable for the age of the child who is using the equipment and supervised in their use.
- Staff must not accept or request to be friends on social network sites with parents of children that attend the setting or make any contact by their personal phone/devices (unless they already know the parent outside of work). Staff must not share information about the setting or individual children or bring the setting into disrepute (see staff behaviour policy). If any member of staff feels this policy has been breached, they must report this to a manager immediately.

#### **What to do if a child goes missing / stops attending**

In the event of child not attending Nursery, we will endeavour to phone the family an hour into their session to find out the reason for absence.

If the child has a short term illness, we will check in with the family every couple of days to find out progress. If the child has a long term illness, we will contact the family every couple of weeks to find out how they are doing and any developments.

If the family do not answer when Nursery call, we will leave an answer phone message where possible and try calling again on the next day. Depending on the child's attendance pattern at Nursery and family circumstances will determine how often and when the Nursery will phone again. An individual plan will be made based on this evidence.

Nursery will endeavour to safeguard children and management will gather information regarding non attendance as by the above criteria and decide on an appropriate course of action, i.e following through to Starting Points.

All absences at Nursery are logged by management and in children's files via an attendance log.

This policy should be read in conjunction with:

['Working Together to Safeguard Children' \(July 2018\)](#) which is statutory guidance to be read and followed by all those providing services for children and families, including those in education.

["Keeping Children Safe in Education" 3<sup>rd</sup> September 2019](#) which is the statutory guidance for Schools and Colleges.

["What to do if worried a child is being abused" \(March 2015\)](#)

["Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers \(July 2018\)](#)

["The Prevent Duty Departmental, advice for Schools and child care providers" \(June 2015\).](#)

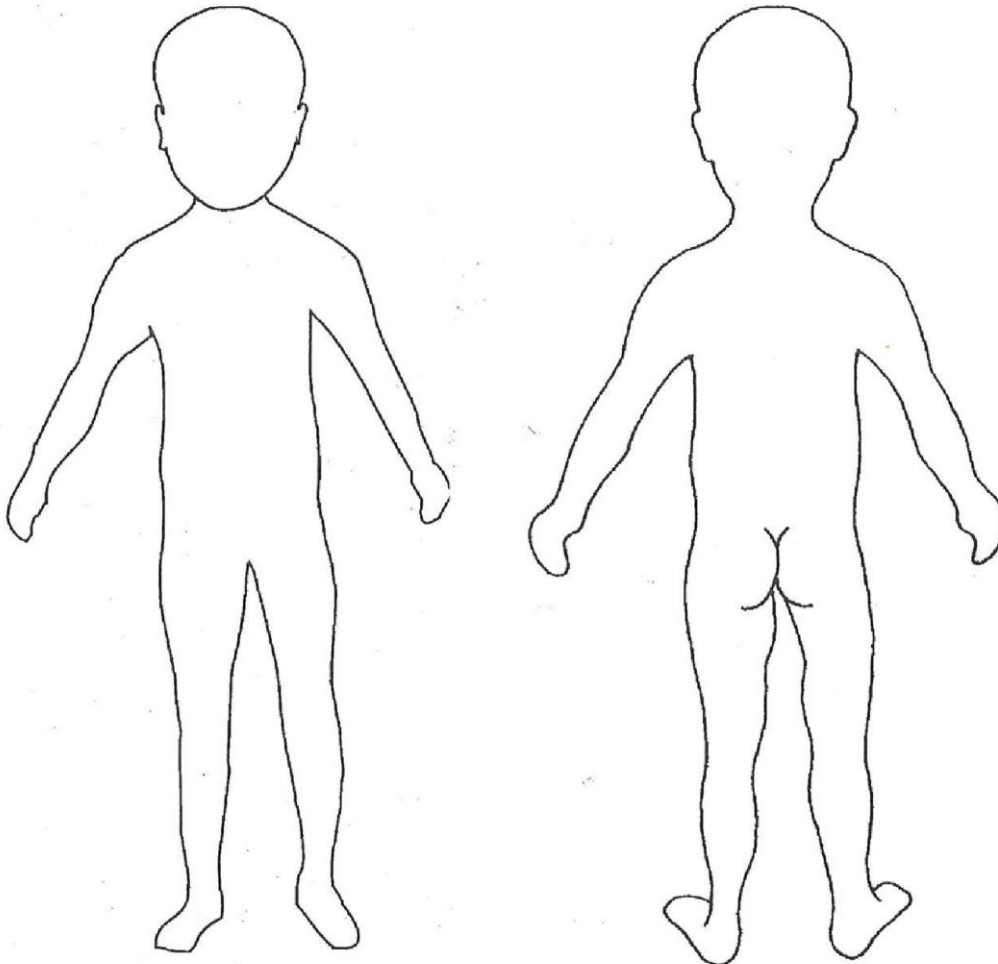
Furthermore, we will follow the [Procedures set out by the local Safeguarding Partnership \(formally DSCB\)](#).

Appendix 2

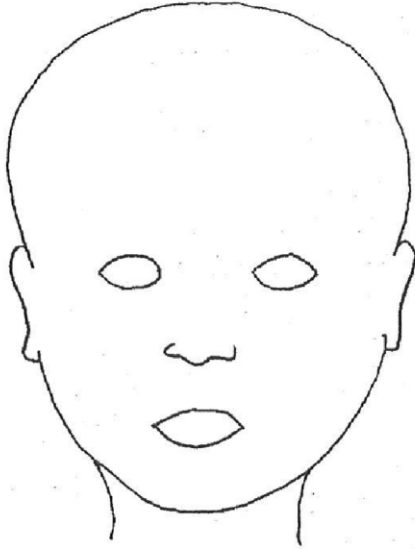
A body map is simply a record of what can be seen and/or what has been said about the injury.

Name of child .....

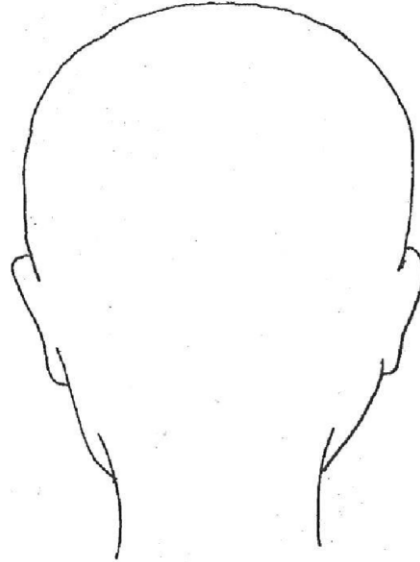
Date and time of observation.....



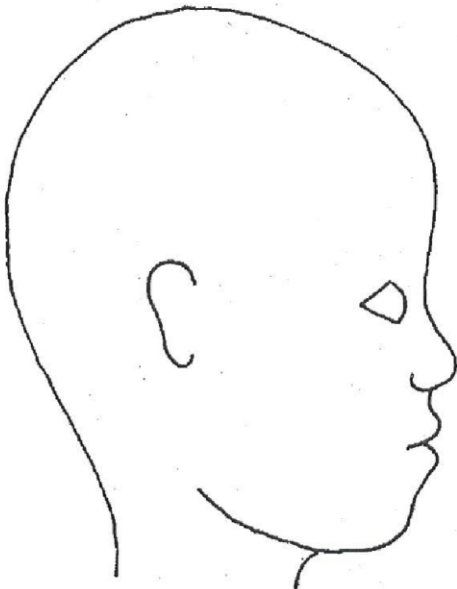
Name of Child: \_\_\_\_\_ Date of observation: \_\_\_\_\_



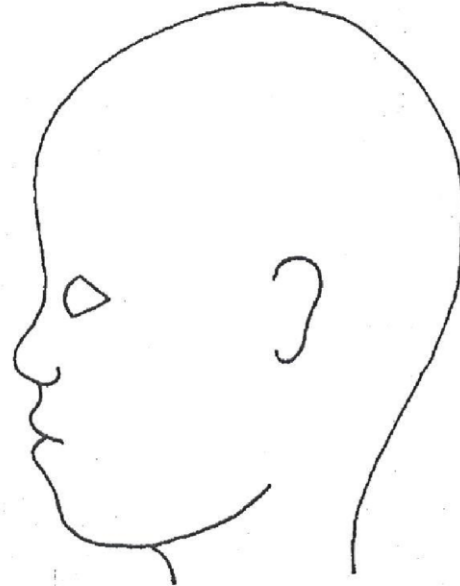
FRONT



BACK



RIGHT



LEFT

1. Name and DOB (and age in months) of child	
2. Childs Address	
3. Name of Parents and Carers (parental responsibility?)	
4. Phone Number for parents/carers	
5. What was said to have happened/what was seen	
6. When and where did it occur?	
7. Who else (if anyone) was involved? How?	
8. Were there any obvious signs e.g. bruising, bleeding or changed behaviour	
9. Was the child able to say what happened? If so how did they describe it? <b>(always use child words and do not use leading questions)</b>	
10. Do the parents know?	

11. Are there any concerns about the immediate safety of the child or reasons not to discuss this concern with parents?	
12. What actions have you taken? (including date and who reported to)	
13. Record of outcome	

Please not on a body map any bruising, scars, injuries, red marks or the like giving as much detail as possible under the prevailing circumstances as to size, colour etc.

**Chronology of Significant Event/Injury**

Childs Name: \_\_\_\_\_

Current staff involved with child: \_\_\_\_\_

Date:	Name:	Role:

Current professionals involved with the child: \_\_\_\_\_

Start date of intervention:	Name:	Role:

Current status e.g. SEN, Child in need Sc 17, Child Protection Sc4 7 or child subject to a child protection plan:  
 \_\_\_\_\_

Chronology significant event: \_\_\_\_\_

Date(s):	Incident/event/report relevant to the child's welfare	Action taken and by whom?	Full record location:	Agreed response: