

Actions for the Designated Person

When a Cause for Concern form is passed to you;

- Check that the form is sufficiently detailed.
- Check that it has been dated and signed by the staff member who reported the concern.
- If a body map has been completed or there are any other documents referred to in the record, ensure these are attached and, where appropriate, dated and signed.

Complete the 'Response to the incident/concern' section of the form

Record your response or action to every welfare concern form passed to you. The level of detail of this record will clearly depend on the nature and seriousness of the concern but may include:

- Requests to staff for monitoring specific aspects of the child's presentation, behaviour, attendance, etc.
- Discussions and telephone calls with colleagues, children and parents, with a record of full names dates and times.
- Professional consultations and requests for information with a record of who was consulted (full name and job title) and dates consulted.
- Letters sent and received.

Complete the 'Outcomes' section of the form

Record the outcomes of any responses or action you took, with dates, for example:

- Early Help
- Referral sent to Children's Social Care or the police contacted
- Whether or not parental consent was obtained for sending the referral and the reason for referring without consent, i.e. the child is at risk of significant harm
- Contact from Children's Social Care or police in response to the referral, including contact with the child.
- Strategy discussion or meeting under child protection procedures and the establishment's involvement, if invited, e.g. who took part, when and outcomes.

Update the chronology and observations

Update the chronology with brief details of the incident, the response and outcomes.

Update the child's safeguarding file as new documents are produced or received

File all copies of referrals sent, letters sent and received, minutes of strategy discussions and child protection conferences and all other relevant documents in the child's file. Update the front sheet, if necessary.

Cross-reference to files for other children in the family

Update the chronology in each child's file and ensure that relevant documents are copied across to each file.