



Reporting and recording a child protection concern policy

March 2021

Review date: March 2022

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If a young person makes a disclosure to a volunteer at The Oakes Holiday Centre about their or another person's welfare it is vital that volunteers know exactly what to do.

Reporting a concern

Concerns about the welfare or safety of a young person may initially be raised by:

- the young person themselves
- a parent or carer
- a volunteer
- someone else connected to The Oakes Holiday Centre
- An outside agency

All concerns about the welfare or safety of a child should be reported to the Lead Safeguarding Officer (LSO) or Deputy Safeguarding Officer, sharing the recorded account.

What constitutes a concern?

A concern may be an observation about the behaviour or appearance of a young person that initially does not seem to point to a child protection issue, but which someone feels should be reported and logged. Even without eye witness evidence, it is important that early concerns be put in writing, in accordance with The Oakes Holiday Centre's safeguarding policy.

Recording a concern

Recording procedures should be fully explained to volunteers to ensure concerns are reported quickly and records are as concise and unambiguous as possible.

All records should:

- Clearly identify which young person the record refers to, leaving no room for mistaken identity.
- State the name, designation and signature of the person completing the record.
- Give the date the record was written.
- Show the date(s) and time(s) of any incidents or when a concern was observed.
- Provide details of any witnesses to an incident.
- Distinguish between fact, opinion and hearsay.
- Describe the concern in sufficient detail.

- Recount anything the young person has said in their own words. Swear words, insults, or intimate vocabulary should be written down verbatim.
- Be written free of jargon, and in a professional manner without stereotyping, discrimination or judgement.
- Cross-reference any siblings or extended family members, if relevant.
- Provide information as required for other agencies about the young person's abilities, disability, ethnicity, culture, sexuality, preferred language, family background and culture.
- Include a completed body map if relevant to show any visible injuries.
- Indicate who the record has been given/sent to.

Where to record a concern

The recording of a concern creates a confidential record which should be kept secure in accordance with The Oakes Holiday Centre's data protection policy. It is advisable that concerns, particularly for those that seem to indicate the possibility of abuse or neglect, be recorded on a standardised form. Such a form reminds volunteers of the essential information that should be recorded. It should be signed and dated by the volunteer completing it so there can be no doubt where the information came from, and reminds volunteers to pass the form onto the Safeguarding Officer only. A copy should not be kept by the completing volunteer.

Storing recorded concerns on an individual basis in this way prevents those recording information from seeing several children's and staff names which may appear on one page, as in a communal logbook or diary.

Date: 12th April 2021

Signed: Anthony Fisher

Position: Chair of Trustees