

What we do if we are concerned about the welfare of a pupil at Tettenhall Wood School

The staff member immediately verbally informs the Designated Safeguarding Lead (DSL) or in her absence a Deputy DSL (DDSL) of the concern

The concerns are recorded on a yellow 'Record of Concern' form.
If there are marks on the pupil's body, these are recorded on a green 'Body Map' form

The forms are returned to the DSL (or in her absence a DDSL)
If the concern is about a pupil before lunch, the form must be completed by **12.30pm**
If the concern is after lunch, the form must be completed before **3.15pm**

The DSL and DDSL decide what further action is required

School will contact parents/carers to discuss any concerns, offer support where needed and/or gain permission for any relevant referrals

HOWEVER:

School will not contact parents/carers to discuss a concern or consent for any referrals, if this would:

- Place the child at risk of significant harm or further risk of significant harm;
- Place a vulnerable adult at risk of harm;
- Compromise any enquiries that need to be undertaken by Children's Social Care or the Police.

Tettenhall Wood School Safeguarding Team

