



## BELVOIR CRICKET & COUNTRYSIDE TRUST

---

*Inspiring children to lead healthy, active lives through  
sport and countryside education.*

---

### **CHILD PROTECTION AND SAFEGUARDING POLICY 2024-2025**

Date of Board Approval	Author	Next Review	Key Changes
October 2024	Darren Bicknell	Sept 2025	Update of 2024 policy in line with current legislation and guidelines

### **Contents**

Section 1	Introduction	Page 2
Section 2	Named staff and contacts	Page 3
Section 3	Our principles	Page 4
Section 4	Our responsibilities	Page 6
Section 5	Identifying concerns	Page 6
Section 6	Responding to concerns	Page 7
Section 7	Acting where concerns are identified	Page 8
Section 8	Children with Special Needs/Disabilities	Page 10
Section 9	Information sharing	Page 10
Section 10	Record-keeping	Page 11
Section 11	Monitoring of the policy	Page 12
Section 12	Related Policies	Page 12
Appendix 1	Safeguarding children who are susceptible to extremism and radicalisation	Page 13
Appendix 2	Reporting template (staff, volunteers)	Page 14
Appendix 3	Reporting Template (Lead Safeguarding Officer)	Page 15



## CHILD PROTECTION AND SAFEGUARDING POLICY

### 1. Introduction

- 1.1 Belvoir Cricket and Countryside Trust (BCCT) believes that all children have the right to be involved and inspired by sport and countryside education and that all those involved should be able to enjoy it safely, securely and protected from harm. Therefore, we are committed to ensuring that anyone working, or volunteering on behalf of BCCT, understands their responsibilities and demonstrates best practice in safeguarding children in their care.
- 1.2 We recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils. We will endeavour to provide a safe and welcoming environment where children are respected and valued. We will be alert to the signs of abuse, neglect and exploitation and follow our procedures to ensure that children receive effective support, protection, and justice.
- 1.3 This policy is mandatory and applies to all individuals involved with BCCT activities and events whether in a paid or voluntary capacity; parents / carers; sport, countryside and education stakeholders; schools or corporate partners.
- 1.4 BCCT acknowledges it has a duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, legislation government guidance and complies with best practice and the requirements of the [Charity Commission](#), [NSPCC Child Protection in Sport Unit](#) and the UK HM Government's [Working Together to Safeguard Children 2023](#). We also acknowledge and reference [Keeping Children Safe in Education 2024](#) (KCSiE) as schools play an important part in our work.
- 1.5 Everyone at BCCT has a responsibility and a role to play in safeguarding children and it is important to understand that safeguarding should not sit in isolation from all other activities within BCCT. Safeguarding is an integral part of all our work from policy and programme development through to the direct interaction with children at the events we deliver, this also includes any events where we support our partners. We actively encourage and promote our safeguarding policy, procedures and good practice guidance to all involved in BCCT activities and events.
- 1.6 Clarity of terms used throughout this document:

**Children** relates to anyone under the age of 18 years.

**Child protection** focuses on responding to harm that has already occurred, such as abuse, neglect, or exploitation.



**Safeguarding** is preventative and aims to protect children from harm by recognising risks and promoting their welfare. It is about the actions we take to promote the welfare of children and protect them from harm which is everyone's responsibility. Everyone who comes into contact with children and families has a role to play.

## 2. Named Staff and Contacts

Role	Name	Contact Details
Lead Safeguarding Officer (LSO)	Darren Bicknell	07825 992406
Deputy Safeguarding Officer	Neil Atkins	07436 263837
Reports should be made in writing and sent to the above named contact/s at Belvoir Cricket & Countryside Trust, Belvoir Castle, Grantham, NG32 1PE or by email (ensuring any report with the names of children or vulnerable adults contain within are password protected documents): <a href="mailto:darren@bcctrust.org.uk">darren@bcctrust.org.uk</a> / <a href="mailto:neil@bcctrust.org.uk">neil@bcctrust.org.uk</a>		
Trustees(s) available for contact in the absence of the LSOs	Julie Hopkins	01949 861290
ECB Child Protection Team, England and Wales Cricket Board,		0207 432 1200 crb@ecb.co.uk Lord's Cricket Ground, London, NW8 8QZ
Nottinghamshire Cricket Board Welfare Officer	John Leafe	07947 783545
<u>Leicester and the Leicestershire and Rutland Safeguarding Children Partnerships Procedures Manual.</u>	<u>Report Your Concerns about a Child or Young Person</u>	<u>LCC report neglect or abuse</u>
Leicestershire LA Safeguarding Children in Education Officer	Charlotte Davis	0116 3057750 <a href="mailto:Charlotte.davis@leics.gov.uk">Charlotte.davis@leics.gov.uk</a>
LA Child Protection Contact/LADO	LADO service is available office hours only: Monday-Thursday, 8.30am - 5.00 pm and Friday, 8.30am - 4.30pm	Allegations Line: 0116 305 4141 <a href="mailto:CFS-LADO@leics.gov.uk">CFS-LADO@leics.gov.uk</a> emails for referral forms. Outside of office hours, contact the Leicestershire First Response Children's Duty Team: 0116 305 0005
First Response	For urgent concerns about a child who needs a social worker or police officer today	0116 305 0005



Nottinghamshire Safeguarding Children Board:		Telephone: 01159 773935 E-mail: <a href="mailto:info.nscb@nottscc.gov.uk">info.nscb@nottscc.gov.uk</a> Website: <a href="https://www.nottinghamshire.gov.uk/.../nscb">https://www.nottinghamshire.gov.uk/.../nscb</a>
Lincolnshire Safeguarding Children Board.		To report a safeguarding concern, call 01522 782111. Outside of office hours contact the Emergency Duty Team (EDT) on 01522 782333.
Police (to report a crime and immediate risk of harm or abuse to child)	101	In an emergency 999 (only)
NSPCC help/whistleblowing line NSPCC Child Protection Helpline	<u>line is available</u> <u>8.00am to 8.00pm</u> <u>Monday to Friday</u>	<u>0800 028 0285-</u> email: <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a> 0800 800 5000 or by contacting <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a>

### 3. Our Principles

Children should never experience abuse of any kind.

#### 3.1 BCCT will seek to keep children safe by following these principles:

- The welfare and wellbeing of children is paramount in all the work we do and in all the decisions we take.
- We will establish and maintain an ethos where all children (including those having [protected characteristics](#) under the Equalities Act 2010) are protected from harm, feel secure and are encouraged to report concerns.
- We will ensure all children feel valued, listened to and respected.
- All individuals working with children must champion the right of every individual to participate in sport and countryside education.
- All children who participate in sport and countryside education have the right to feel secure and be safe whilst experiencing a spirit of adventure, fun, excitement, and a sense of belonging.
- We support all children we work with to build relationships with each other based on openness, honesty, mutual trust, and respect in accordance with our Codes of Conduct.
- All individuals will respond to a safeguarding concern or issue in line with the procedures that follow.
- We will ensure all concerns, allegations and suspicions of harm and poor practice will be taken seriously and responded to swiftly, fairly, and appropriately.
- We will ensure robust safeguarding arrangements and procedures are in operation and promoted through our policies, procedures, and Codes of Conduct.



- We will ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely held in accordance with the UK General Data Protection Regulation.
- Provide children with information, skills and support to help them keep themselves safe and report any concerns.
- All staff and volunteers will receive safeguarding training and development opportunities relevant to their role.
- All partner organisations and agencies working with BCCT will agree a mutual approach to safeguarding
- We recognise the roles and responsibilities of statutory agencies in relation to safeguarding children and promoting their welfare. We are committed to working together with Local Safeguarding Partners, such as schools, and complying with their procedures.
- We operate safer recruitment procedures and make sure that all appropriate checks are carried out for new staff and volunteers who will work with children, including identity, right to work in the UK, enhanced DBS criminal record and barred list (and overseas where needed), references etc. Copies of documents used to verify the successful candidate's identity, right to work and required qualifications should be kept on their personnel files. BCCT will also inform any shortlisted candidates that online searches may be done as part of due diligence checks.

**3.2 Safeguarding is not just about protecting children from deliberate harm. It also relates to the broader aspects of care and education including:**

- Pupils' health and safety and emotional well-being, and their mental and physical health or development.
- Meeting the needs of children with special educational needs and/or disabilities.
- Meeting the legal duties under the Equality act: BCCT will not unlawfully, discriminate against children based on [protected characteristics](#); we will carefully consider how we support children regarding particular protected characteristics; we will take positive action to deal with particular disadvantages affecting pupils or students (*as see paragraphs 86-89*).
- The use of reasonable force.
- Meeting the needs of children with medical conditions.
- Providing first aid.
- Educational setting.
- Intimate care and emotional wellbeing.
- On-line safety and associated issues including [filtering and monitoring](#) if appropriate.



- Appropriate arrangements to ensure site security, considering the local context.
- Keeping children safe from risks, harm, exploitation and sexual violence and sexual harassment between children: [KCSiE 2024 Annex A](#). (Also see Appendix 1).

#### 4. Our Responsibilities

BCCT recognises its responsibilities to protect and safeguard children.

We will:

- Provide an environment that is healthy, safe and secure.
- Promote a culture where everyone involved with BCCT treat each other with respect and are comfortable about sharing concerns.
- Appoint a Lead Safeguarding Officer (LSO) with overall responsibility for safeguarding.
- Appoint an individual with safeguarding responsibilities at all activities or events involving children.
- Appoint a Board Safeguarding and Welfare Champion.
- Work in partnership with key safeguarding stakeholders and other Sport and Education Partners.
- Establish a safe recruitment process for BCCT led activities and events.
- Provide appropriate induction and training and support for all employees, trustees, volunteers, partner organisations and agencies where relevant.
- Ensure all safeguarding concerns are responded to in line with BCCT policies, procedures and guidelines and act when concerns are raised regarding employees, trustees, volunteers and consultants.
- Take disciplinary action against those who are found to be in breach of this Policy.
- Ensure consistency and monitoring/evaluating of this policy through the BCCT Board of Trustees Committee Meetings.

#### 5. Identifying Concerns

- 5.1 All members of staff, volunteers and trustees will be aware of indicators of **abuse, neglect and exploitation**, will know how to identify children who may be being harmed and then how to respond to a child who discloses abuse, or where others raise concerns about them. Our staff will be familiar with procedures to be followed and will receive safeguarding and child protection (including online safety if appropriate) updates.
- 5.2 Staff, volunteers and trustees understand that abuse, neglect, and safeguarding issues are rarely standalone events that can be covered by one definition, and that in most cases multiple issues will overlap with each other. Staff who regularly come into contact with children are aware of the DfE guidance [What to do if you're worried a child is being abused](#)



5.3 The four main categories of child abuse, which are detailed in the above document at 5.2 and to which staff, volunteers and trustees to which will remain alert are as follows:

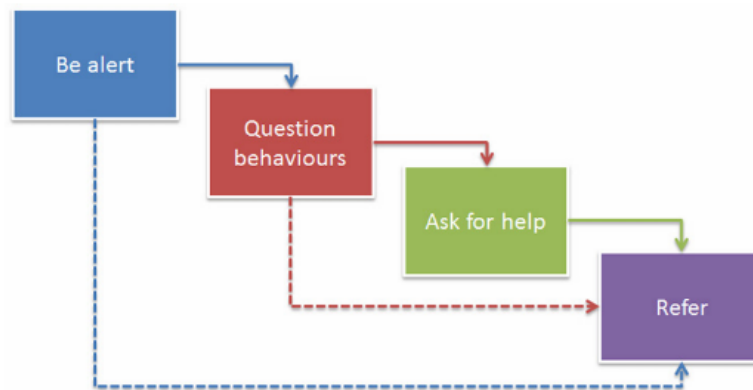
- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect

## 6. Responding to concerns

6.1 We will use the following to guide us:

(taken from DfE guidance [What to do if you're worried a child is being abused](#)):

24. There are four key steps to follow to help you to identify and respond appropriately to possible abuse and/or neglect.



25. It may not always be appropriate to go through all four stages sequentially. **If a child is in immediate danger or is at risk of harm, you should refer to children's social care and/or the police.** Before doing so, you should try to establish the basic facts. However, it will be the role of social workers and the police to investigate cases and make a judgement on whether there should be a statutory intervention and/or a criminal investigation.

26. You should record, in writing, all concerns and discussions about a child's welfare, the decisions made and the reasons for those decisions.

6.2 **Be alert**

All BCCT staff and volunteers working with children will aware of the indicators of abuse, neglect and exploitation through their training and associated reading.

6.3 **Question behaviours.**

The signs of child abuse might not always be obvious, and a child might not tell anyone what is happening to them. BCCT staff and volunteers should therefore question behaviours if something seems unusual and try to speak to the child, if appropriate, to seek further information.



If a child reports, following a conversation you have initiated or otherwise, that they are being abused, neglected or exploited, BCCT staff and volunteers should listen to them, take their allegation seriously, and reassure them that we will take action to keep them safe. At all times, BCCT staff and volunteers should explain to the child the action that they are taking. It is important to maintain confidentiality, but BCCT staff and volunteers should not promise not to won't tell anyone, as this be necessary in order to protect the child.

#### **6.4 Ask for help**

- 6.4.1 If school staff are present, or have main responsibility for the children, then BCCT staff and volunteers will report their concern or the child's disclosure to them as well as the school's Designated Safeguarding Lead. A written record must be kept (including date, time, details of the concern/disclosure/ actions take, signed. Template at Appendix 2) and given to BCCT's LSO.
- 6.4.2 If BCCT staff are responsible for all children then they will need to decide the most appropriate action to take, depending on the circumstances of the case, and/or the seriousness of the child's allegation/disclosure. They will contact BCCT's LSO to discuss their concerns and to ask for help; the LSO might then refer directly to children's social care and/or the police.
- 6.4.3 If BCCT staff have concerns about the safety or welfare of a child and feel they are not being acted upon by the school DSL or BCCT LSO, then it is their responsibility to take action.

#### **6.5 Refer.**

If, at any time, BCCT believe that a child may be a child in need, or that a child is being harmed or is likely to be, they will make an immediate referral to the local authority children's social care. This referral can be made by any practitioner but is most likely to be done by BCCT's LSO. If further signs of potential abuse and neglect, BCCT will report and refer again.

When referring a child to children's social care, BCCT should consider and include any information they have on the child's development needs and their parents'/carers' ability to respond to these needs within the context of their wider family and environment as appropriate. (Template in Appendix 3).

## **7. Acting where concerns are identified**

- 7.1 BCCT staff recognise the difference between concerns about a child and a child in immediate danger.





- 7.2 If staff have concerns about a child, they will need to decide what action to take. A discussion should take place with BCCT LSO, to agree a course of action.
- 7.3 If a child is in immediate danger or risk of harm a referral will be made immediately to First Response and/or immediately to the police if at imminent risk of harm by the member of staff if required, with the LSO being informed of the referral.
- 7.4 If a child chooses to tell a member of staff about alleged abuse, there are several actions that staff will undertake to support the child:
- 7.4.1 The key facts will be established in language that the child understands, and the child's words will be used in clarifying/expanding what has been said.
  - 7.4.2 No promises will be made to the child, e.g., to keep secrets.
  - 7.4.3 Staff will stay calm and be available to listen.
  - 7.4.4 Staff will actively listen with the utmost care to what the child is saying.
  - 7.4.5 Where questions are asked, this should be done without pressurising, and only using open questions.
  - 7.4.6 Leading questions should be avoided as much as possible.
  - 7.4.7 Questioning should not be extensive or repetitive.
  - 7.4.8 Staff will not/ should not put words in the child's mouth but will subsequently note the main points carefully.
  - 7.4.9 A full written record will be kept by the staff duly signed and dated, including the time the conversation with the child took place, outline what was said, comment on the child's body language etc. (Template in Appendix 2).
  - 7.4.10 It is not appropriate for staff to make children write statements about abuse that may have happened to them or get them to sign the staff record.
  - 7.4.11 Staff will reassure the child and let them know that they were right to inform them and inform the child that this information will now have to be passed on.
  - 7.4.12 The LSO will be immediately informed unless the disclosure has been made to them.
  - 7.4.13 Information should be shared with children's social care without delay, either to the child's own social worker or to First Response. Children's Social Care will liaise with the police where required, which will ensure an appropriate police officer response rather than a uniformed response.
  - 7.4.14 The Police would only therefore be contacted directly in an emergency or if a child is in immediate risk of harm, abuse, or danger.
  - 7.4.15 BCCT's LSO will keep a written log of any action and subsequent information; stored securely. (Template in Appendix 3).

**Staff, volunteers or Trustees should never attempt to carry out an investigation of suspected child abuse by interviewing the child or any others involved, especially if a criminal act is thought to have occurred. The only people who should investigate child abuse and harm are Social Care, Police, or the NSPCC.**



## 8. Children with Special Educational Needs and/or Disabilities

- 8.1 BCCT recognise that children with special educational needs and/or disabilities (SEN/D) can face additional safeguarding challenges on and offline. Children with SEN/D are especially vulnerable when identifying concerns due to their impaired capacity to resist or avoid abuse. They may have speech, language and communication needs which may make it difficult to tell others what is happening.
- 8.2 All staff are aware that additional barriers can exist when recognising **abuse, neglect and exploitation** for children with SEN/D and be more prone to peer group isolation or bullying (including prejudice-based bullying) than other children. They may not always show outward signs and may have communications barriers and difficulties in reporting challenges, especially involving exploitation or incidents involving child-on-child harm, abuse, or harassment and particularly where that harassment or harm is of a sexual nature. Our staff and volunteer's vigilance will be a supporting factor to keeping all children safe.
- 8.3 This policy reflects the fact that additional barriers can exist when recognising **abuse, neglect, and exploitation** in this group of children which include:
- 8.3.1 assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration.
  - 8.3.2 children with SEN/D can be disproportionately impacted by things like bullying, without outwardly showing any signs; and communication barriers and difficulties in overcoming their ability to disclose incidents or the risk of harm they feel subject to,
  - 8.3.3 addressing individual behaviour concerns and incidents considering the child's SEN/D.
  - 8.3.4 recognising and having in place additional support for example to teach, advise, mentor and support children with SEN/D from online harms, hoaxes, bullying, grooming and radicalisation and enable them to have confidence and the ability to stay safe online should this be appropriate

## 9. Information Sharing

- 9.1 Effective sharing of information between practitioners and local organisations and agencies is essential for early identification of need, assessment, and service provision to keep children safe. Serious Case Reviews (SCRs) now known as Rapid Reviews (RRs) have highlighted that missed opportunities to record and thereby understand the significance of sharing information in a timely manner can have severe consequences for the safety and welfare and well-being of children (Working Together to Safeguard Children, December 2023).



9.2 We will adopt the information sharing principles detailed in statutory safeguarding guidance contained within 'Working Together to Safeguard Children 2023' paragraphs 28 to 33 and on pages 18 -20.

9.3 All data will be processed in accordance with the UK GDPR and Data Protection Act 2018.

## **10. Record-keeping**

10.1 Well-kept records are essential to good child protection practice. All staff are clear about the need to record, and report concerns about a child or children attending one of our programmes. Records of concerns are written down (*or typed*), signed (*possibly electronically*) and dated and passed immediately to BCCT's LSO (or Deputy). The LSO is responsible for such records and for deciding at what point these records should be shared with other agencies (in accordance with the Data Protection Act 2018 and UK GDPR principles).

10.2 Records relating to actual or alleged abuse, neglect or exploitation are stored apart from normal records. Normal records sometimes have markers to show that there is sensitive material stored elsewhere. This is to protect individuals from accidental access to sensitive material by those who do not need to know.

10.3 Child protection records are stored securely, with access confined to specific staff: the Chief Executive and Director of Operations.

10.4 Child protection records are reviewed regularly to check whether any action or updating is needed. This includes monitoring patterns of complaints or concerns about any individuals and ensuring these are acted upon. Any actions taken are clearly indicated.

10.5 BCCT will keep all records safe by storing them safely in a secure BCCT office. If in hardback and securely in a protected file if done electronically. Access to these files will be Darren Bicknell CEO and Neil Atkins Director of Operations.

10.6 Any concerns about a child will be recorded in writing within 24 hours. All records will provide a factual and evidence-based account and there will be accurate recording of any actions. Records will be signed, dated and, where appropriate, witnessed. Where an opinion or professional judgement is recorded this should be clearly stated as such. As well as keeping records of concerns, discussions and decisions, BCCT's LSO will keep a record of the rationale for any decisions made.

10.7 At no time should a member of staff, volunteer, Trustee or partner agency (e.g. school) be asked to or consider taking photographic evidence of any injuries or marks to a child's person; this type of behaviour could lead to the staff member being taken into



managing allegations procedures. Any diagrammatic body maps should be used in accordance with recording guidance and to support clarity for example of areas of injury, marks and bruising and or touching.

- 10.8 Any concerns should be reported and recorded without delay to the appropriate safeguarding services e.g., First Response or the child's social worker if already an open case to social care.
- 10.9 A chronology will be kept prior to the commencement of a concern file. Staff or volunteers will record any minor concerns on the chronology and will take responsibility for alerting BCCT LSO should the number of concerns rise or, in their professional judgement, become significant. At the point at which a concern file (see below) is commenced then the chronology can be transferred to the concern file.
- 10.10 Safeguarding, child protection and welfare concerns will be recorded and kept in a separate secure file known as a 'concern' file (formerly referred to as a child protection file), which will be securely stored and away from other files.
- 10.11 BCCT will ensure all files will be available for external scrutiny for example by a regulatory agency or because of a serious case review or audit.

## **11. Monitoring of the Policy**

This policy has been approved by the BCCT Board and will be regularly monitored with a full Policy review taking place annually. The following may also evoke a review of the policy:

- Any changes in legislation, government guidance or safeguarding best practice guidance.
- Any changes in governance of BCCT.
- The result of any review of policies and procedures, significant change or event.

## **12. Related policies**

This policy accompanies BCCT's Equality, Equity, Diversity and Inclusion Policy; Codes of Conduct; and our Whistleblowing Policy.



## Appendix 1

### SAFEGUARDING CHILDREN WHO ARE SUSCEPTIBLE TO EXTREMISM AND RADICALISATION

BCCT is committed to actively promoting the fundamental **British Values** of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. Children are encouraged to develop and demonstrate skills and attitudes that will allow them to participate fully in and contribute positively to life in modern Britain.

There is a current threat from terrorism in the UK and this can include the exploitation of vulnerable young people, aiming to involve them in terrorism or to be active in supporting terrorism.

**Extremism** is the promotion or advancement of an ideology based on violence, hatred or intolerance, that aims to:

1. negate or destroy the fundamental rights and freedoms of others; or
2. undermine, overturn or replace the UK's system of liberal parliamentary, democracy and democratic rights; or
3. intentionally create a permissive environment for others to achieve the results in (1) or (2).

**Radicalisation** refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

**Terrorism** is an action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat **must** be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause.

BCCT seeks to protect children against the messages of all violent extremism including but not restricted to those linked to Islamist Ideology, Far Right / Neo Nazi / White Supremacist / Misogynist ideology etc. Concerns should be referred to the LSO who has local contact details for the Prevent Engagement Team (Police) and Channel referrals. They will also consider whether circumstances require Police to be contacted urgently, whilst acknowledging that individuals will be required to provide consent before any support delivered through the Channel programme is provided.



## **Appendix 2      Logging a concern about a child's safety and welfare**

**Report Template (for use by any staff/volunteer/Trustee/member of the public)**

<b>Child's Name:</b>	<b>Date of Birth:</b>
<b>Date and Time of Incident:</b>	<b>Date and Time (of writing):</b>
<b>Name of BCCT event/programme attended:</b>	
<b>Name:</b>	
<b>Print:</b>	<b>Signature:</b>
<b>Job Title:</b>	
<b>Note the reason(s) for recording the incident.</b>	
<b>Record the following factually: Who? What (if recording a verbal disclosure by a child use their words)? Where? When (date and time of incident)? Any witnesses?</b>	
<b>Professional opinion where relevant (how and why might this have happened?)</b>	
<b>Note actions, including names of anyone to whom your information was passed.</b>	
<b>Any other relevant information (distinguish between fact and opinion).</b>	

**Check to make sure your report is clear to someone else reading it.**

**Please give this form to Darren Bicknell, BCCT Lead Safeguarding Officer**



**Appendix 3 Report Template (for use by BCCT’s Lead Safeguarding Officer(LSO))**

<b>Time and date information received by LSO, and from whom.</b>	
<b>Any advice sought by LSO (date, time, name, role, organisation, and advice given).</b>	
<b>Action taken (referral to First Response MARF (Multi Agency – Referral Form) completed /children’s social care/monitoring advice given to appropriate staff/etc with reasons.</b>	
<b>Note time, date, names, who information shared with and when etc.</b>	
<b>Parent’s informed Y/N and reasons.</b>	
<b>Outcome Record names of individuals/agencies who have given information regarding outcome of any referral (if made).</b>	
<b>Where can additional information regarding child/incident be found (e.g. Pupil file, serious incident book)?</b>	
<b>Should a concern/ confidential file be commenced if there is not already one? Why?</b>	
<b>Signed</b>	
<b>Printed Name</b>	
<b>RECORD OF ANY FOLLOW-UP ACTIONS</b>	
DATE/TIME/NAME/ROLE	DETAILS OF ACTION AND ANY ADVICE/FURTHER ACTION REQUIRED, etc