

## Appendix 6 - Logging a Safeguarding Concern

**PLEASE download this form. DO NOT complete it on-line here as it will be available to all staff.  
Once Sent - delete from YOUR drive.**

Please completed relevant sections and give this form to one of Capernwray's Designated Safeguarding Officers (DSL):  
Heather Tallents, Forest Paget, Hester Martin, Marie Gildea or Pascal Otto by email or on paper.  
If physical injury has occurred please follow guidance below.

<b>Name of Individual:</b>	<b>Date of Birth:</b>  Age:
<b>Reason for individual being at Capernwray</b> (student/staff/guest/visitor): If guest - which holiday?	
<b>Date / Time / Location of Incident:</b>	
<b>Note the reason(s) for recording the incident.</b>	
<b>Record of disclosure or events (Use exact words of the person) and a detailed account of concerns/incident.</b> <i>(continue overleaf or on additional pages if necessary)</i>	
Name of person completing this form : Date and Time of writing this report: Signature:	

To be completed by the Designated Safeguarding Lead	
<b>Name of DSL:</b>	<b>Date passed to the DSL:</b>
<b>Advice sought by the DSL:</b>	<b>Information shared with MD/SMT:</b>
<b>Action Taken and Referrals:</b>	
Signature:	Date:

## **Logging a Safeguarding Concern (CONTINUED)**

Please completed relevant sections and give this form to one of Capernwray's Designated Safeguarding Officers (DSL):  
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## Logging a Safeguarding Concern (CONTINUED)

### Additional Guidance on Logging a Safeguarding Concern involving Physical Injuries

Medical assistance should be sought where appropriate.

Ensure First Aid is provided where required and record on usual Accident Form - keep with 'Logging A Safeguarding Concern' form for reasons of confidentiality

A sketch of where physical injury has been received can be drawn by a person explaining abuse they have received and or by someone hearing a report of abuse from another person. These can be used to document and illustrate visible signs of harm and physical injuries.

Always use a black or blue pen (never a pencil) and do not use correction fluid or any other eraser.

Do not remove clothing for the purpose of the examination unless the injury site is freely available because of treatment.

**\*At no time should an individual member of staff 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, a sketch should be used in accordance with recording guidance. Any concerns should be reported and recorded without delay to the appropriate safeguarding services, e.g. LADO or MASH or the child's social worker if already an open case to social care.**

**When you notice an injury to a child, try to record the following information in respect of each mark identified e.g. red areas, swelling, bruising, cuts, lacerations and wounds, scalds and burns:**

- Exact site of injury on the body, e.g. upper outer arm/left cheek.
- Size of injury - in appropriate centimetres or inches.
- Approximate shape of injury, e.g. round/square or straight line.
- Colour of injury - if more than one colour, say so.
- Is the skin broken?
- Is there any swelling at the site of the injury, or elsewhere?
- Is there a scab/any blistering/any bleeding?
- Is the injury clean or is there grit/fluff etc.?
- Is mobility restricted as a result of the injury?
- Does the site of the injury feel hot?
- Does the child feel hot?
- Does the child feel pain?
- Has the child's body shape changed/are they holding themselves differently?