

To be completed by the Designated Safeguarding Lead		
Name of DSL:		Date passed to the DSL:
Advice sought by the DSL:		Information shared with MD/SLT:
DSL assigned to monitor follow up and documentation:		
Action steps to take:		
Action:	Who?	By when
Details of any further meetings held:		
Signature:		Date:

Logging a Safeguarding Concern (CONTINUED)

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?