

APPENDIX 7

CAUSE FOR CONCERN FORM INCLUDING BODYMAP

PART 1: RECORD OF CONCERN ABOUT A CHILD/ADULT'S SAFETY AND WELFARE

For use by any worker (employee or volunteer)

Child/Adult's name (subject of concern):	Date of birth/age: Child/Adult:	Address:
Date & time of incident:	Date & time of writing:	
Your Name (print):	Role/Job title:	
Signature:		
Other members of the household:		
<p>Factually record the nature of the concern e.g. disclosure, change in behaviour, demeanour, appearance, injury, witnesses etc. <i>(please include as much detail in this section as possible. Attach additional sheets if necessary. Use the Body Map to record injuries)</i></p> <p>The following questions may be helpful:</p> <p>How did the concern come to light?</p> <p>What is the child/adult saying about what has happened? <i>(use their own words if possible)</i></p> <p>Any other relevant information e.g. previous concerns etc.</p>		
Date & time of discussion with Safeguarding Lead:		

Once completed, this form should be handed to Ann-Marie Bach (07717 793355), the **Safeguarding Lead**, without delay.

In the absence of the Safeguarding Lead or, if the suspicions in any way involve the Safeguarding Lead, then the report should be handed to Suzy Fox (07772626256), the **Deputy Safeguarding Lead**.

If the suspicions implicate both the Safeguarding Lead and the Deputy, then the report should be made in the first instance to: **Thirtyone:eight** Tel: 0303 003 1111. Alternatively contact Social Services or the Police.

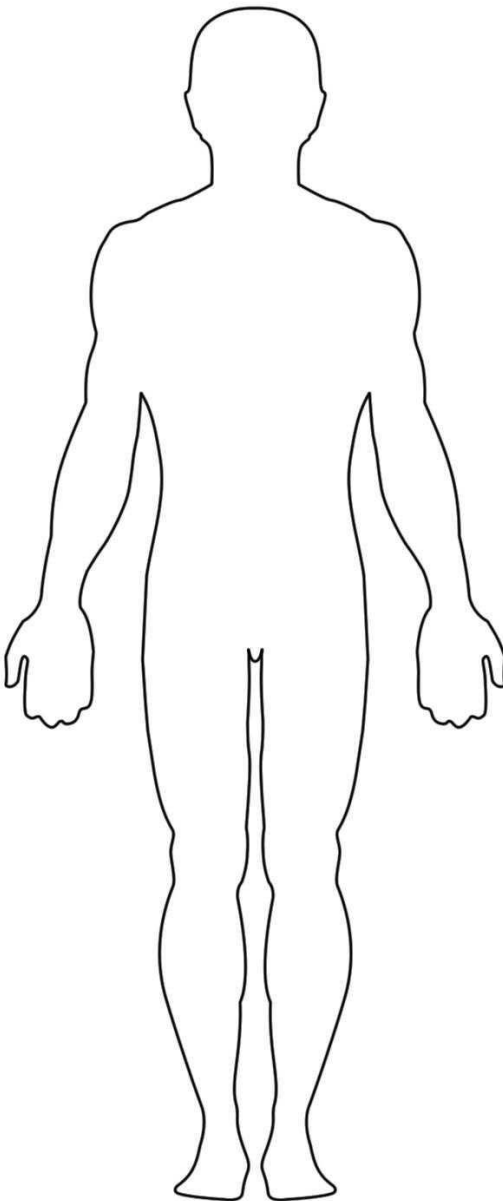
Suspicions must not be discussed with anyone other than those nominated above.

Body Map

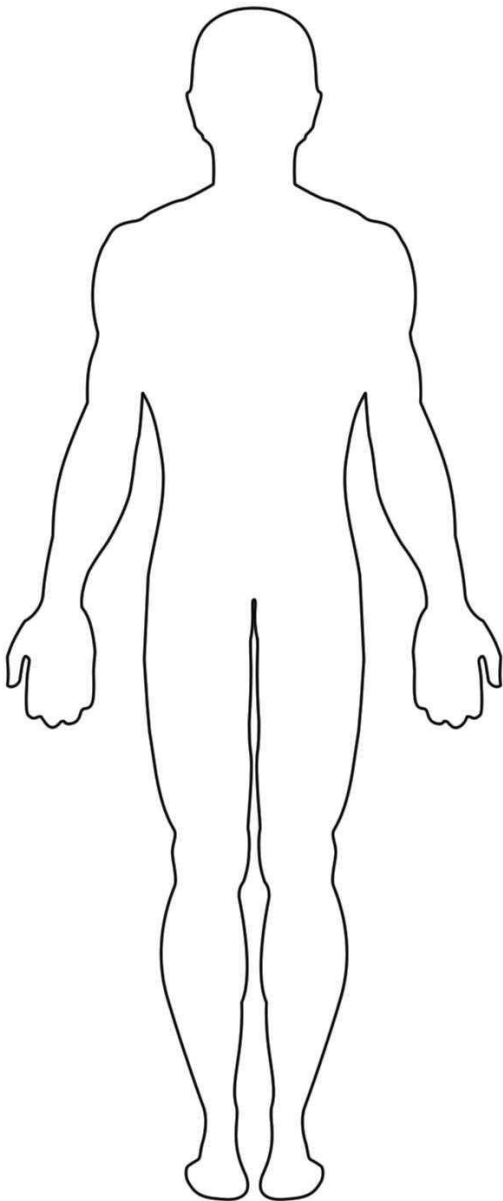
Key

<u>Code</u>	<u>Injury</u>
A	Pain which has no physical signs
B	Bruising
C	Cuts
D	Burns and scalding
E	Redness/Soreness
F	Scabs/blisters
G	Grazes
H	Inflammation/Swelling
I	Other

FRONT



BACK



GUIDANCE NOTES FOR PART 1

Following are some helpful pointers in completing the above form:

1. As a registered body, Grace Church Cheltenham is required to ensure that its duty of care towards its beneficiaries is carried out in line with the principles enshrined within the Working together to safeguard children and young people, 2018, the Care Act, 2014, and our own safeguarding policy.
2. ***Essential principles of recording the information received/disclosed/observed:***
 - a. Remember: do not investigate or ask any leading questions.
 - b. Make notes within the first hour of receiving the disclosure or observing the incident.
 - c. Be clear and factual in your recording of the incident or disclosure.
 - d. Avoid giving your opinion or feelings on the matter.
 - e. Do not share this information with anyone else except those listed at the bottom of Part 1 of this form. They will advise on if anyone else will need to be informed, how and when.
 - f. Make use of the additional information section to add any other relevant information regarding the child/adult/family that you may be aware of. This can include any historic concerns or observation

3. ***What constitutes a safeguarding concern?***

Any incident that has caused or likely to cause significant harm to a child can be classed as a safeguarding concern. Find more information about the categories of abuse within Appendices 1-4.

If you're unsure if something constitutes a safeguarding concern, we encourage you to complete the Cause for Concern form and seek advice from the Safeguarding Lead.

Whilst it may be helpful to record a specific category of abuse in the above form, if possible, this may not always be the case. Therefore, it is important to seek advice from the Safeguarding Lead or Thirtyone:eight at this stage.

4. ***Why do you need information regarding 'other household members'?***

It has been demonstrated as important to include information about significant adults in the household especially when concerns relate to children as this has been a recurrent risk factor in several serious case reviews.

5. ***Why is the view of the child/adult significant?***

It is important to give whatever detail is available of the child or adult's explanation (or verbatim) of the matter to help ascertain if it is plausible and to help offer a context to the concern identified.

6. ***Passing information to the Safeguarding Lead***

The Safeguarding Lead holds ultimate responsibility in responding to any safeguarding concerns within Grace Church Cheltenham. Therefore, it is important that they have oversight of the actions being taken and make relevant and appropriate contact with statutory agencies if required. They will remain the most appropriate link between the organisation and external agencies.

7. ***Guidance for completing the Body Map***

IMPORTANT! Do not take photographs of any injuries and do not remove, or ask to remove, any clothing to see injuries which are covered.

When you notice an injury/injuries to a child or adult record the site and size of the injury/injuries on the body map using the key provided. Include all details of the injury/injuries on the cause for concern form and use additional sheets of paper if necessary. Hand all sheets to the Safeguarding lead.

Useful points to consider when completing the body map:

- Include as much detail as possible about the injury/injuries, either on the body map or on the cause for concern form/additional sheets, including (but not limited to): exact size, site, shape and colour of injury/injuries, whether the skin is broken, if there is any bleeding, if the injury is clean, if the person appears to be in pain, if the person has reduced mobility due to the injury.
- Provide First Aid if necessary and record this on both the cause for concern form and more generally in the First Aid logbook if appropriate.
- Always use black ink to complete the body map and not pencil.
- Complete the body map and cause for concern form within the first hour of observation and without delay.
- Sign and date the body map and any additional sheets when complete.
- Record, in their words, anything the child or adult tells you about the injury/injuries, but do not investigate or ask leading questions.

PART 2: RECORD OF CONCERN ABOUT A CHILD/ADULT'S SAFETY AND WELFARE

For use by the Safeguarding Lead

Report received by Safeguarding Lead:	Date:	Time completed:	From whom:		
Any advice sought, if applicable	Date:	Time completed:	Source of advice: name/organisation:		
	Advice received (including about informing parents or, in the case of adults, seeking consent/capacity):				
Initial assessment of concern following advice					
Action taken with reasons recorded <i>(e.g. referral completed, monitoring, any advice given to staff, etc.)</i>	Date:	Time completed:	By whom:		
	Referral:		To whom:		
	Signposting to other community resources:				
	Pastoral care and other support from church:				
	Ongoing monitoring:				
Parent/carer informed?	Y	Who spoken to:	Date:	Time:	By whom:
	N	Detail reason:			

Any other relevant information			
Name of Safeguarding Lead:		Signature:	

GUIDANCE NOTES FOR PART 2

Following are some helpful pointers in completing the above form:

1. Importance of consent from parents/carer or adults (in the light of mental capacity)

With regards to children, consent of the parents is considered important before a referral is made to external agencies, unless of course doing so will place the child(ren) at greater risk of harm. With regards to adults, it is important to be aware that their consent is crucial before reporting concerns onto statutory agencies. The individual's mental capacity will also be a significant factor to consider at this stage. You can always seek the advice of local authority social services.

2. Initial assessment

Based on the advice you may have received from relevant individuals/agencies (i.e. this could be school/Thirtyone:eight/social services etc), what are the concerns categorised as?