

Recording and Storing Child Protection Information Guidance for Schools

Recording

Child Safety and Wellbeing Concern Sheets

Child Safety and Wellbeing Concern Sheets are completed when a concern is raised for a child/young person. This sheet should contain as much information as is known. See [Child Protection in Education Responding to Concerns Flowchart and Child Safety and Wellbeing Concern Sheet Guidance](#) for further details.

SEEMIS Latest Significant Events

When a Child Protection related document is produced or received, a Latest Significant Event entry must be made within the child/young person's Latest Pastoral Notes. The "Note Category" to be used is "Other". Some examples are given below:

Document	Latest Significant Event Entry Information (held within main body of note)
Safety & Wellbeing Concern Sheet	Very brief detail of concern should be added and the direction to specifically dated concern sheet. e.g. "Alex shared that they didn't want to go home tonight following an incident at home this morning. See Safety & Wellbeing Concern Sheet 15.1.24 for full details".
Police Concern Report	"Police Concern Report received, VPD ID: 23869"
Child Protection Planning Meeting (CPPM) Report	"Report produced for CPPM on 15.1.24. See report in CP file"
Child Protection Planning Meeting (CPPM) Record	"CPPM took place on 15.1.24. See record of meeting in CP file".

Storage

All Child Protection documentation including Child Safety and Wellbeing Concern Sheets, Police Concern Reports, Child Protection Planning Meeting Records and Reports, etc. should be stored securely and confidentially either in hardcopy or electronic format, with access restricted to those members of staff who have access to Latest Significant Events within SEEMIS Latest Pastoral Notes, which are:

- Head Teachers
- Depute Head Teachers
- Early Years Senior Practitioners
- Principal Teachers of Guidance (Secondary)
- Principal Teachers of ASL (Secondary)
- Principal Teachers (Primary) **where there is a Dual Headship only**

Where documentation is kept in hardcopy this **should not** be held within the child/young person's PPR, but within a locked filing cabinet in an alternative location, e.g. Head Teachers office.