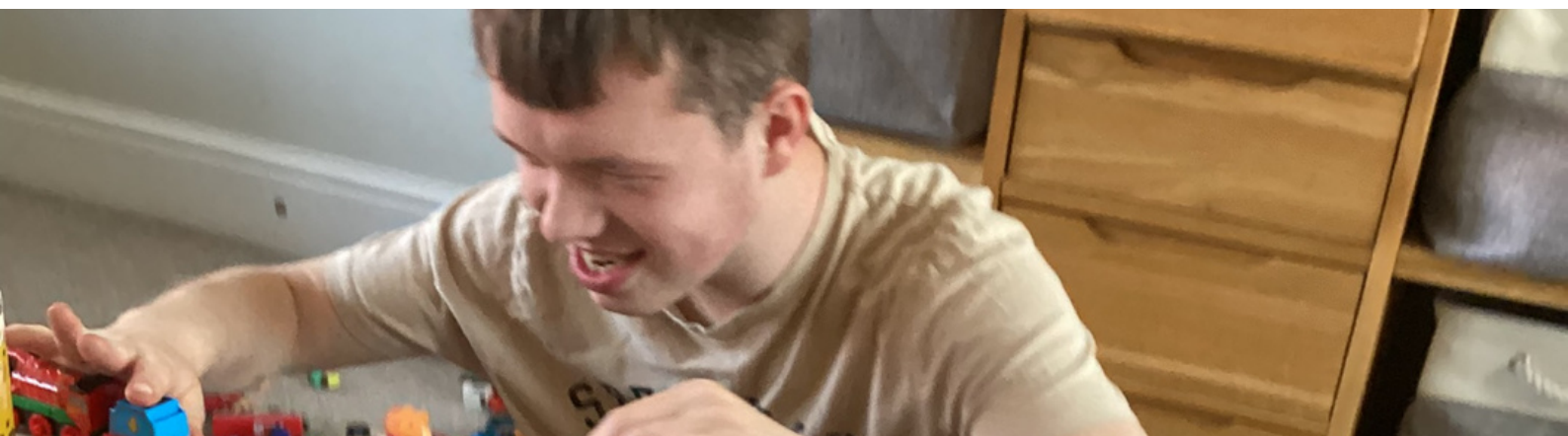


1 MINUTE GUIDE

Safeguarding Committee Recording and Reporting



At Witham Prospect, safeguarding the children and young people in our care is our top priority. This includes maintaining accurate and detailed records of any incidents or concerns that may arise. Effective recording and reporting are crucial for ensuring the safety and well-being of our children and young people, as well as informing appropriate interventions and legal proceedings when necessary.

RECORDING VS. REPORTING

In the crucial role of safeguarding children, understanding the difference between recording and reporting is essential. Both practices work together to ensure the safety and well-being of children in our care.

Recording is the first step, where we carefully document information to build a clear picture of what's happening. Imagine it as creating a detailed logbook of events, observations, or interactions. The goal is to capture factual details for future reference.

KEY POINTS TO REMEMBER WHEN RECORDING:

- **Accuracy and objectivity:** Focus on the facts, not interpretations. Observe behaviours and document them clearly.
- **Individualised approach:** Consider each child and young person's unique communication style and tailor your recording methods accordingly.
- **Positive observations:** While recording concerns is essential, positive observations about progress, achievements, and positive interactions are also valuable.

Reporting is the act of communicating documented concerns to the appropriate authorities. This is the escalation of serious issues to ensure a child's safety. The purpose is to alert relevant parties about potential threats to a child's well-being and initiate necessary interventions.

KEY POINTS TO REMEMBER WHEN REPORTING

- Timeliness is crucial. When dealing with serious concerns, report them immediately.
- Follow established procedures. Report concerns to the DSL, who will advise on the appropriate reporting channels.
- Maintain confidentiality except when reporting suspected abuse.

"Recording and Reporting of Safeguarding Concerns" by The Ann Craft Trust: Focuses on recording and reporting in a safeguarding context, with practical advice.
<https://www.anncrafttrust.org/resources/a-guide-to-safeguarding-adults/>

"Effective Incident Reporting" by The Chartered Institute of Public Finance and Accountancy (CIPFA): Offers guidance on creating a robust incident reporting system, applicable in various settings.
<https://www.cipfa.org/policy-and-guidance/reports>

"The Importance of Detailed and Accurate Record Keeping in Safeguarding" by The Local Government Association (LGA): Highlights the importance of record-keeping in safeguarding and provides best practices.
<https://www.ncvo.org.uk/help-and-guidance/safeguarding/specialist-guides/certain-roles/designated-leads/storing-sharing-information/>

WORKING TOGETHER FOR SAFETY

By meticulously documenting our observations through recording, we can raise concerns with clarity and ensure appropriate action is taken to safeguard children. Recording provides the foundation for effective reporting. Remember, both recording and reporting are essential tools in creating a safe and secure environment for all the children and young people at Witham Prospect.

HOW WE USE BEHAVIOURWATCH

- **Recording Incidents:** Whenever you encounter a concerning situation, you can quickly document the details in BehaviourWatch. This includes:
 - o Date, time, and location of the incident
 - o Children involved, including any witnesses
 - o A clear description of what happened
 - o Any injuries sustained
 - o De-escalation techniques you used
 - o Categorisation of the incident type (e.g., bullying, physical aggression, self-harm)
- **Simplified Reporting:** Forget lengthy handwritten reports! BehaviourWatch provides a structured format to ensure all crucial information is captured for clear and concise reports. This saves you time and reduces the risk of errors.
- **Enhanced Communication:** BehaviourWatch can automatically flag specific incidents to the Designated Safeguarding Lead (DSL) or other relevant staff members based on pre-determined criteria. This ensures critical concerns are communicated and addressed swiftly.
- **Data-Driven Safeguarding:** BehaviourWatch can generate reports that analyse trends in incident types. This allows us to identify areas that need more focus and develop preventative measures to minimise future occurrences. For example, a trend of playground scuffles might prompt adjustments to supervision or conflict resolution training.



BEHAVIOURWATCH IS A VALUABLE DIGITAL TOOL THAT HELPS US WORK TOGETHER TO ENSURE A SECURE AND SUPPORTIVE ENVIRONMENT FOR EVERYONE. IT PROVIDES A USER-FRIENDLY PLATFORM FOR RECORDING AND REPORTING INCIDENTS, ALLOWING US TO EFFECTIVELY DOCUMENT CONCERNS AND INTERVENE PROMPTLY.

BENEFITS FOR YOU:

- **Improved Accuracy:** Standardised reporting templates help ensure consistent recording across staff members.
- **Saved Time:** Electronic documentation allows for immediate incident recording, freeing up your valuable time.
- **Targeted Support:** Trend analysis empowers us to focus our efforts on areas of greatest concern.
- **Data-Based Decisions:** Reports provide valuable insights to inform safeguarding strategies and resource allocation.

Remember:

- BehaviourWatch is a tool that works best when we all use it effectively. You will receive comprehensive training on the system, including categorization protocols and reporting procedures.
 - Don't hesitate to use BehaviourWatch! It's always better to document a potential concern than to leave it unrecorded.
 - BehaviourWatch is here to support your professional judgement. If a situation arises, use your expertise to assess, document your observations, and report concerns following Witham Prospect's safeguarding policies. By working together and utilising BehaviourWatch effectively, we can create a safe and nurturing environment where all the children and young people at Witham Prospect can flourish.
- If you have any questions or require further training on BehaviourWatch, please don't hesitate to contact the DSL or your safeguarding lead.