

Stage 1



Concern or allegation made



Use SJL school reporting sheet <https://primarysite-prod-sorted.s3.amazonaws.com/st-john-lloyd/UploadedDocument/bb79a7cb-5a5e-44d7-8b04-fcf239b234fd/pupil-concerns-recording-form.pdf>



Record concern on SJL school reporting sheet
give the recording sheet to the DSL (CH, JI, basic details (who, what, when, where) ASAP BD, LB)



DSL will consider the concern and the action taken (advice maybe taken from the MASH team at this point)

Stage 2



Concern resolved. No further action copy of concern placed into pupil's file.



Concern identified as Bullying / Racism / Violence



Record on 'My Concern'
Upload any additional information, outcome and actions.
All stakeholders informed and school policy followed.



Concern identified as a safeguarding concern.
Child safety risk/ CP/ Child in Need



Completed MARF and email masheducationteam@cardiff.gov.uk



Record on 'My Concern'.
Upload MARF. Flag concern as priority.



Follow up. Record on 'My Concern' updates & SS actions/ outcome in chronology.

