

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 CP 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

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

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

Contact CP team – 03000133133 Completed FASP online [Cardiff Family Advice and Support](#)

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

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

