

## Graduated Approach Stages for Behaviour / SEND / Safeguarding Concerns

In order to ensure that any and all concerns are responded to efficiently, a graduated approach has been implemented at Sherdley Primary School. The following 5 stages describe how we will look into and deal with any concerns. All concerns should be responded to in a timely manner and recorded on the school's CPOMS system.

| <b>Stage 1 – Class Teachers</b>  |   |
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| <p>Class teacher to record any concerns on CPOMS (actions to be also added) and follow up agreed actions.</p> <p>If unresolved, this must be passed onto relevant staff in Stage 2 immediately.</p>  | <p>Include the following:</p> <ul style="list-style-type: none"> <li>The incident / class teachers' action /LSAs action</li> <li>Talk to the child / talk to parents &amp; record outcomes</li> <li>Agree timescales and record</li> <li>Possible resolution and outcomes / next steps</li> <li>If unresolved move to Stage 2</li> </ul>                  |
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| <b>Stage 2 – Phase Leaders EY – Mrs Baxter / KS1 – Mrs Fleming / Lower KS2 – Mr Hughes / Upper KS2 – Miss James</b>  |   |
| <p>Escalation to Key Stage Leader (or another KS Leader if stage 2 was a leader).</p> <p>If unresolved, this must be passed onto relevant staff in Stage 3 immediately.</p>  | <ul style="list-style-type: none"> <li>Contact parents and discuss the previous stage</li> <li>Arrange follow-up meeting or phone call</li> <li>Record resolution and outcomes</li> <li>If a SEND concern, escalate to Mrs. Bennett</li> </ul> <p>If unresolved move to Stage 3</p>   |
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| <b>Stage 3 – Assistant Headteachers - Mrs Stroud (SENCO) / Mr Davies</b>   |   |
| <p>If behaviour is SEND related please contact Mrs Stroud. For Safeguarding and/or multiple concerns escalate to Deputy Headteacher - Mrs K Bennett.</p> <p>If unresolved, this must be passed onto relevant staff in Stage 4 immediately.</p> | <ul style="list-style-type: none"> <li>Review previous stages</li> <li>Communicate with parents and arrange a meeting to discuss</li> <li>Arrange follow-up meeting or phone call</li> <li>Record resolution and outcomes</li> <li>If unresolved move to Stage 4</li> </ul>   |
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| <b>Stage 4 – Mr McCoy Or Mrs Bennett</b>   |   |
| <p>Escalation to Head of School – Mrs Bennett</p> <p>Escalation to Executive Headteacher – Mr T McCoy</p>  | <ul style="list-style-type: none"> <li>Review previous stages</li> <li>Meet with parents and discuss</li> <li>Record next steps</li> <li>Arrange follow-up meeting or phone call</li> <li>Record resolution and outcomes</li> <li>If unresolved provide parents with a copy of the school's Concerns and Complaints Policy and move to Stage 5</li> </ul> |
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| <b>Stage 5 - Governors</b>   |   |
| <p>Implement the Concerns and Complaints Policy</p>  | <ul style="list-style-type: none"> <li>Parents to complete a complaints form that will then require the policy to be implemented</li> </ul>   |

**NB - At any point in the above stages should there be a risk of significant harm a Designated Safeguarding Lead should be informed immediately.**