



SAFEGUARDING RECORD KEEPING

Procedures for the most common scenarios are noted below. This is an update to our old CP1, CP2, CP3 system. If you are unsure, go to a member of the Safeguarding Team. Child Protection and Safeguarding is EVERYONE'S responsibility. Please record the initial concern carefully and pass it on quickly.

NAME	ROLE
John O'Hare - Dungannon Ruth Walker - Cookstown & Dgn	Designated Teacher for Child Protection
Shaunagh Duffin, Julie Coert & Niamh Harley (Kerrie Dynes)	Deputy Designated Teacher for Child Protection

What is your concern?

Child has an injury when they arrive in school

I have a serious Child Protection concern

Child receives an injury in school

Complete **Record of Injury (CP2)**

Complete **Note of Concern (CP1)** and bring to DT or DDT IMMEDIATELY

John/Ruth/Kerrie to fill in **Accident Form / EA Accident Report**

CP forms available in Shared Documents – Forms - CP

I take completed forms to the Designated Teacher for Child Protection **John O'Hare or Ruth Walker** or Deputy Designated Teacher for Child Protection **Shaunagh Duffin or Julie Coert, Kerrie Dynes, Niamh Harley**

If I am still concerned I can talk to the Principal **Ms Ruth Walker**