

Guidance for education professionals filling in 'Signs of Safety' report

The 'Signs of Safety' report document has been developed by a multi-agency team in partnership with the Local Safeguarding Children's Board (LSCB) and will be sent to relevant personnel in all agencies from Thursday March 1, 2018 when being invited to attend a child protection or child in need meeting. Please see the guidance below designed to help **educational professionals** to complete the form. The form will then be collated by Achieving for Children (AfC) child protection professionals in preparation for the planned meeting. Please complete each box as guided below.

1. Please enter your school, college or provision name, your name, role and contact details.
2. You will fill in this form if you have been invited to attend any one the following child protection or child in need meetings:
 - Initial child protection case conference (ICPCC)
 - Review child protection case conference (RCPCC)
 - Core group meeting (CGM)
 - Child in need (CIN) review
3. Please use this box to list the child or children the report is about and any siblings in your setting.
4. Please list all the professionals working in your setting or who you know to be working with the child, children or family.
5. Please list everybody you know to be living in the family home at the time of the report and other people or members of the family you are aware of.
6. Please analyse the chronology of information you have for the child, children and summarise the involvement of your setting both now and historically. For example, if a child has attended school 20 times without the appropriate footwear or appearing hungry, please just state the fact rather than listing every date that this has happened. You may be requested to give more detail and exact dates at a later stage.

The next three boxes are the 'Signs of Safety' questions that will be asked at every meeting:

7. **What is working well?** As well as the document suggestions regarding strengths of the family and safety, this section may also include any SEN support or EHCP evidence that is working well.
8. **What are you worried about?** In this section, as well as document suggestions, please enter any concerns or worries you have currently or have had previously, or strategies

that have been tried that have not worked. Importantly, is there any information you do not know that you think you should or is concerning you or others?

- 9. What needs to happen next for the child or children to be safe?** Please list everything in your setting that you can do to keep the child safe and also any involvement from other agencies that you would suggest needs to be put in place.
- 10.** Please ensure as far as is possible that you have shared the document with parents or carers. It is important that the information is known before the meeting so the process can be as supportive as possible. If timings dictate this is not possible, the document will be shared with parents or carers 30 minutes before the scheduled meeting.
- 11.** Please print your name, sign and date.

February 18