**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.

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| **Stage 1 – Class Teachers** | |
| Class teacher to record any concerns on CPOMS (actions to be also added) and follow up agreed actions.  If unresolved, this must be passed onto relevant staff in Stage 2 immediately. | Include the following:   * The incident / class teachers’ action /LSAs action * Talk to the child / talk to parents & record outcomes * Agree timescales and record * Possible resolution and outcomes / next steps * If unresolved move to Stage 2 |
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| **Stage 2 – Phase Leaders EY – Mrs Baxter / KS1 – Mrs Fleming / Lower KS2 – Mr Hughes / Upper KS2 – Miss James** | |
| Escalation to Key Stage Leader (or another KS Leader if stage 2 was a leader).  If unresolved, this must be passed onto relevant staff in Stage 3 immediately. | * Contact parents and discuss the previous stage * Arrange follow-up meeting or phone call * Record resolution and outcomes * If a SEND concern, escalate to Mrs. Bennett * If unresolved move to Stage 3 |
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| **Stage 3 – Assistant Headteachers - Mrs Stroud (SENCO) / Mr Davies** | |
| If behaviour is SEND related please contact Mrs Stroud. For Safeguarding and/or multiple concerns escalate to Deputy Headteacher - Mrs K Bennett.  If unresolved, this must be passed onto relevant staff in Stage 4 immediately. | * Review previous stages * Communicate with parents and arrange a meeting to discuss * Arrange follow-up meeting or phone call * Record resolution and outcomes * If unresolved move to Stage 4 |
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| **Stage 4 – Mr McCoy Or Mrs Bennett** | |
| Escalation to Head of School – Mrs Bennett  Escalation to Executive Headteacher – Mr T McCoy | * Review previous stages * Meet with parents and discuss * Record next steps * Arrange follow-up meeting or phone call * Record resolution and outcomes * If unresolved provide parents with a copy of the school’s Concerns and Complaints Policy and move to Stage 5 |
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| **Stage 5 - Governors** | |
| Implement the Concerns and Complaints Policy | * Parents to complete a complaints form that will then require the policy to be implemented |

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