





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.

Stage 1	
<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"> • 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
	
Stage 2	
<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"> • 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
	
Stage 3	
<p>If behaviour or SEND escalation to Assistant Headteacher – Mrs K Bennett.</p> <p>If Safeguarding and/or multiple concerns escalate to Deputy Headteacher - Mrs C Robertson.</p> <p>If unresolved, this must be passed onto relevant staff in Stage 4 immediately.</p>	<ul style="list-style-type: none"> • 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
	
Stage 4	
<p>Escalation to Headteacher – Mr T McCoy.</p>	<ul style="list-style-type: none"> • 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
	
Stage 5	
<p>Implement the Concerns and Complaints Policy</p>	<ul style="list-style-type: none"> • 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.