




## Appendix 1 – Graduated Approach Stages for Behaviour/SEND/Mental Health/ 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>	
Class teacher to record any concerns on CPOMS (actions to be also added) and follow up agreed actions.	Include the following: <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>
If unresolved, this must be passed onto relevant staff in Stage 2 immediately.	
	
<b>Stage 2 – Phase Leaders EY – Mrs Roberts / KS1 – Mrs Fleming / Lower KS2 – Mr Hughes / Upper KS2 – Miss James</b>	
Escalation to Key Stage Leader (or another KS Leader if stage 2 was a leader).	<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. Stroud</li> <li>• If unresolved move to Stage 3</li> </ul>
If unresolved, this must be passed onto relevant staff in Stage 3 immediately.	
	
<b>Stage 3 – Acting Deputy Head / SENCO - Mrs Stroud / Assistant Headteacher - Mr Davies</b>	
If behaviour is SEND related, please contact Mrs Stroud. For Safeguarding and/or multiple concerns escalate to Mrs Bennett.	<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>
If unresolved, this must be passed onto relevant staff in Stage 4 immediately.	
	
<b>Stage 4 – Acting Head - Mrs Bennett</b>	
Escalation to Acting Headteacher – Mrs Bennett	<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>



### Stage 5 - Governors

Implement the Concerns and Complaints Policy

- Parents to complete a concerns and 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.