




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.

Stage 1 – Class Teachers	
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"> • 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
If unresolved, this must be passed onto relevant staff in Stage 2 immediately.	
	
Stage 2 – Phase Leaders EY – Mrs Roberts / 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).	<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. Stroud • If unresolved move to Stage 3
If unresolved, this must be passed onto relevant staff in Stage 3 immediately.	
	
Stage 3 – Deputy Headteacher – Mrs Bennett Assistant Headteacher / SENCO - Mrs Stroud / Assistant Headteacher - Mr Davies	
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"> • 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
If unresolved, this must be passed onto relevant staff in Stage 4 immediately.	
	
Stage 4 – Headteacher – Mr Gawne	
Escalation to Headteacher – Mr Gawne	<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 - 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.