






## 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.  If unresolved, this must be passed onto relevant staff in Stage 2 immediately.	<ul style="list-style-type: none"> <li>If unresolved move to Stage 2</li> </ul>
	
<b>Stage 2 – Phase Leaders EY – Mrs Roberts / KS1 – Mrs Fleming / Lower KS2 – Mr Hughes / Upper KS2 – Miss James</b>	
If behaviour is SEND related, please contact Mrs Stroud. For Safeguarding and/or multiple concerns escalate to Mrs Bennett. If unresolved, this must be passed onto relevant staff in Stage 3 immediately. If unresolved, this must be passed onto relevant staff in Stage 3 immediately.	
	
<b>Stage 3 – Assistant Headteachers – Mrs Stroud/SENCO, Mr Davies</b>	
If unresolved, this must be passed onto relevant staff in Stage 4 immediately.	<ul style="list-style-type: none"> <li>Review previous stages</li> </ul>
	
<b>Stage 4 – Deputy Headteacher – Mrs Bennett</b>	
Escalation to Deputy Headteacher – Mrs Bennett If unresolved, this must be passed onto Stage 5 immediately	<ul style="list-style-type: none"> <li>Review previous stages</li> </ul>
	
<b>Stage 5 – Headteacher – Mr Gawne</b>	
Escalation to Headteacher – Mr Gawne	<ul style="list-style-type: none"> <li>Review previous stages</li> <li>If unresolved provide parents with a copy of the school's Concerns and Complaints Policy and move to Stage 6</li> </ul>
	
<b>Stage 6 - Governors</b>	
Implement the Concerns and Complaints Policy	<ul style="list-style-type: none"> <li>Parents to complete a concerns and complaints form that will then require the policy to be implemented</li> </ul>

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