

Alyth Kindergarten

**Process Recording for Safeguarding Concerns**

**Key points:**

* Feel confident and competent
* Use paraphrasing-repeat back what the child has said in their own words, as a question.
* Tell the child you are writing things down because what they are saying is very important.
* Record the words they use to describe the concern and actions esp. what they point to
* Attach any evidence (child’s drawing, writing, adult observation etc)
* Ask WHO, WHAT, WHEN, HOW OR CAN YOU TELL ME MORE BUT NOT WHY OR WHAT DID YOU DO.
* Avoid feelings, stay with facts
* Respect the child: Don’t pressurise – allow two or three minutes and offer alternatives.
* Praise and affirmation is essential

|  |  |
| --- | --- |
| Child’s name | Class |

|  |  |
| --- | --- |
| What did the child say and do? | What did the practitioner say and do? |
|  |  |

|  |  |
| --- | --- |
| Name | Role |
| Signature | Date |