

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 Bleak Hill 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. If unresolved, this must be passed onto relevant staff in Stage 2 immediately.	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
Stage 2 –Wider Leaders & Pastoral Lead	
Escalation to wider leaders. Mrs. Hughes for any EYFS concerns. Mr. Morley & Mr. Harrison for Y1 – 6 for curriculum. For pastoral or behavioral issues, please see Mr. Cotterill at Stage 2. If unresolved, this must be passed onto relevant staff in Stage 3 immediately.	<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. Cozens • If unresolved move to Stage 3
Stage 3 – Assistant Head Teacher (inc SENDCo) and Pastoral and Safeguarding Manager	
If behaviour is SEND related, please contact Mrs. Ashton/Mrs. Cozens. For Safeguarding and/or multiple concerns escalate to Mrs. Aspinall-Wood. If unresolved, this must be passed onto relevant staff in Stage 4 immediately.	<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 – Deputy Head Teacher	
Escalation to Deputy Head Teacher – Mr. C Dagnall If unresolved, this must be passed onto relevant staff in Stage 5 immediately.	<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 move to stage 5
Stage 5– Head Teacher	
Escalation to Headteacher – Mr. T McCoy.	<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 6 - Governors	
Implement the Concerns and Complaints Policy	<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.