



## PROCEDURE DOCUMENT

*Policy title:* "CHILD PROTECTION TRACKER"  
PROCEDURE

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### *Document control*

<i>Version</i>	<b>2</b>
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<i>Next review of this document:</i>	

# **BARTON HILL SETTLEMENT – “CHILD PROTECTION TRACKER” PROCEDURE**

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## **Introduction**

This procedure is for the Barton Hill Settlement (BHS) child protection leads who, as part of their work, record and responds to child protection incidents, updates and reports. This evidence is recorded and monitored electronically on the Child Protection Tracker function within FOCUS (“CP Tracker”).

All workers/staff and volunteers have a responsibility to children to report incidents of a safeguarding nature to the child protection leads.

See Policy and Procedure - Safeguarding and Child protection.

## **General Points**

The child protection leads must be thoroughly aware of the procedure and their responsibilities so that safeguarding reports are recorded accurately.

This procedure will be reviewed every 12 months.

## **Procedure**

- i. Any family reported to the child protection leads will be recorded on CP Tracker with a status of ‘live’ and case level of ‘concern’.
- ii. The child protection leads will check all families listed as ‘live’ weekly to inform themselves and also to review independently the need for further action (issues, concerns, questions). Each will report to the other once this has been done.
- iii. Child protection leads will contact staff for further updates where appropriate. Each time either lead updates a case on CP Tracker they will contact the other to note the change.
- iv. The child protection leads will report on the evidence found when the level of a case is changed.
- v. Records will be updated by the child protection leads as a result of staff sharing information, attending safeguarding meetings monthly or individual family conferences.
- vi. The CP Tracker will record any family identified at safeguarding meetings that have completed a Children’s Centre registration form.
- vii. The reasons for closure of a file will be recorded on the file and will include reasons such as: moving from the area (evidence to be recorded), imprisonment of a perpetrator, relationship breakup in a domestic abuse situations, long period of improvement etc).
- viii. Cases are archived 12 months after closure.
- ix. The CP Tracker will record any family identified off the data list ‘Under 5’s known to Social Care’ following the social care protocol.