SCHOOL COMMUNITY

School Name
School Address
(possibly school headed notepaper?)

Part of the role of the Senior Designated Person is to have a full understanding of the pupils within the school and the support that they need. It is useful to keep an up to date record of pupils with additional needs, meetings attended, etc., along with a record of personal and whole staff safeguarding training. This record can help to form the basis for the report to the Governing Body.

Data collected over the period:	

This form can be completed on a monthly, half termly, termly or annual basis – please specify

PUPILS DETAILS IN THIS PERIOD:

Number of children on roll at the school:	
Number of children subject to a Child Protection Plan:	
Number of Children in Care:	
Number of Child In Need:	
Number of children subject to a CAF:	
Number of children with a Statement of Special Educational Needs:	
Number of children on Free School Meals:	

MEETING ATTENDANCE / CONTACTS MADE IN THIS PERIOD:

Number of CAFs as Lead Professional:	
Number of CAF meetings attended:	
Number of Case Conferences attended:	
Number of Core Group meetings attended:	
Number of Child In Need meetings attended:	
Number of Child In Care planning meetings attended:	
Number of contacts to LADO for advice:	
Number of AAA Strategy Meetings attended:	
Number of contacts to ISWT for consultation:	
Number of contacts / referrals to Children's Social Care CART Team:	
Number of Police VPA's (formerly Police CAVA's) received:	
Number of Operation Encompass calls received:	
Number of reported bullying / harassment incidents:	

TRAINING:

Name of Staff *(include details of whole staff training)*	**Course Title**	**Date completed**	**Date for renewal** *(if required)*