**Logging a concern about a child’s safety and welfare**

Part 1 (for use by any staff)

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| **Pupil’s Name:** | **Date of Birth:** |
| **Date and Time of Incident:** | **Date and Time (of writing):** |
| **Name:**  **Signature …………………………………………………………….**  **Job Title:** | |
| **Record the following factually: What are you worried about? Who? What (if recording a verbal disclosure by a child use their words)? Where? When (date and time of incident)? Any witnesses?** | |
| **What is the pupil’s account/perspective?** | |
| **Professional opinion where relevant.** | |
| **Any other relevant information (distinguish between fact and opinion). Previous concerns etc.** | |
| **What needs to happen? Note actions, including names of anyone to whom your information was passed and when.** | |

**Check to make sure your report is clear to someone else reading it.**

**Please pass this form to your Designated Safeguarding Lead.**

Part 2 (for use by DSL)

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| **Time and date information received, and from whom.** |  |
| **Any advice sought – if required (date, time, name, role, organisation and advice given).** |  |
| **Action taken (referral to children’s social care/monitoring advice given to appropriate staff/CAF etc.) with reasons.**  **Note time, date, names, who information shared with and when etc.** |  |
| **Parent’s informed? Y/N and reasons.** |  |
| **Outcome**  **Record names of individuals/agencies who have given information regarding outcome of any referral (if made).** |  |
| **Where can additional information regarding child/incident be found (e.g. pupil file, serious incident book)?** |  |
| **Should a concern/ confidential file be commenced if there is not already one? Why?** |  |
| **Signed** |  |
| **Printed Name** |  |