

Logging a concern about a child's safety and welfare

*** Guidance notes for completion ***

PART 1:

Pupil's Name:	Date of Birth:
Date:	Time (of writing this record):
Name:	
Print	Signature
Job Title:	
Note the reason(s) for recording the incident. Summary in a few words of the concern, e.g. concern about child's physical presentation including smells/something child said to an adult or another child/child's behaviour/child's comments in a lesson/interactions between child and parent e.g. indirect disclosure raising concern about possible physical abuse/sexual abuse/emotional abuse/neglect e.g. direct disclosure of physical abuse/sexual abuse/emotional abuse/neglect	
Record the following factually: Who? What (If recording a verbal disclosure by a child use their words)? Where? When (date & time of incident)? Any witnesses? Which child is the concern about? Were any other children or staff present? What exactly was seen, heard, smelt or said that has raised concern? Record direct disclosures/statements/comments using child or adult's exact words within quotation marks Where and when was whatever is being recorded seen or heard? As far as it is possible to identify, if a child or adult is reporting an incident that occurred previously, who was involved and where and when did it take place?	
Professional opinion where relevant (how and why might this have happened?) Facts for which there is demonstrable evidence should be recorded as such, e.g. the child was crying, the child said ".....", the child has a bruise on the left cheek of her/his face. It is important and reasonable to record professional opinions, impressions and worries that fall short of facts but these must be recorded as such, e.g. "I formed the impression that the child was frightened because....."; "In my opinion", the child was not provided with adequate care before coming to school because"; "I was concerned that mother had been drinking alcohol and should not be driving the children home because I could smell alcohol and her speech was slurred".	
Note actions, including names of anyone to whom your information was passed. Clear statement of what the member of staff recording the concern did in response, e.g. reassure child, tell parent they would have to record and report what parents had told them, inform DSL.	
Any other relevant information (Factual) Any additional information the member of staff considers relevant and necessary for DSL to know in order to safeguard child and decide most appropriate response	

Check to make sure your report is clear now – and will also be clear to someone else reading it next year

**PLEASE PASS THIS FORM TO YOUR DESIGNATED SAFEGUARDING LEAD
(Designated Safeguarding Lead to complete Part 2 overleaf)**

JSUL/CP Policy & Procedures / Information and Record Keeping January 2010

Form C (green paper)

PART 2: (for use by Designated Safeguarding Lead)

Time & date information received by DP, and from whom	<i>Time and date green form received by DSL from person recording the concern</i>
Any advice sought by DP (date, time, name, role, organisation & advice given)	<i>Details of whoever DSL speaks to after receipt of green form, e.g. parents/carers; social worker in Children's Social Care; Education Safeguarding Manager; Police Officer</i>
Action taken (referral to children's services/ monitoring advice given to appropriate staff/ CAF etc) If decision not to refer, justify reason. Note time, date, names, who information shared with and when etc.	<i>Does information on its own or in combination with other information already known indicate that the child is suffering significant harm? NB refer to Working Together 2013 definitions of abuse; 'Worried about a child?' poster; 'Signs and Symptoms' handout; WSCB Thresholds for Intervention document.</i> <i>If yes, refer to Children's Social Care. Inform parents unless doing so is likely to increase risk of significant harm.</i> <i>If unsure, seek consultation with Children's Social Care or Education Safeguarding Manager.</i> <i>If no, discuss with parents; consider and discuss positively with parents/young person initiation of CAF process in order to ensure child's needs are properly assessed and understood and to co-ordinate early help. If CAF not required/appropriate, consider whether referral to single agency (e.g. school counsellor, School Nurse, Educational Psychologist) is appropriate; monitor; and record monitoring arrangements.</i>
Parents informed Yes/ no and reasons	
Outcome Record names of individuals/agencies who have given you information regarding outcome of any referral (if made)	
Where can additional information regarding child/ incident be found? (e.g. pupil file, serious incident book)	
Signed	
Printed Name	
Date	