

Appendix 1: Record of Concern Form - Template

Reporting concerns about a child:

This form should be used in conjunction with the procedure for dealing with concerns about a child.

Details of child

Name of child:

Gender:

Age:

Date of Birth:

Ethnicity:

Language Additional needs

Name of Accompanying teacher/carer/supervisor:

Child's home address:

Your details

Your name:

Your position (volunteer or trustee):

Date and time of incident (if applicable):

Are you reporting your own concerns or responding to concerns raised by someone else? (Circle)

Reporting own concerns

Responding to concerns raised by someone else

If you are responding to concerns raised by someone else, please provide their name and position within NSFHP or the school/organisation they represent:

Please provide details of the incident or concerns you have, including times, dates, description of any injuries, whether information is first hand or the accounts of others, etc:

The child's account/perspective:

Please provide details of anyone alleged to have caused the incident or to be the source of any concerns:

Provide details of anyone who has witnessed the incident or who shares the concerns:

Summary of discussion with NSFHP Designated Safeguarding Officer

Have you spoken to the child's parents/carers? (circle)

Yes

No

If yes please summarise the discussion:

Have the following authorities been informed? (circle)

Police:

yes

no

Date and time:

Name and phone number of person spoken to:

Local authority children's social care:

yes

no

Date and time:

Name and phone number of person spoken to:

Action agreed with child protection authorities:

What has happened since referring to statutory agencies? Include the date and nature of feedback from referral, outcome and relevant dates:

Signed

Date and time

Name and position