

## Logging a concern about a child's safety and welfare

<b>Young Person's Name:</b>	<b>Date of Birth:</b>
<b>Date and Time of Incident:</b>	<b>Date and Time (of writing):</b>
<b>Young Person's School:</b>	
<b>Incident deemed as (ROM to complete):</b>	
<b>Name:</b>	
.....	.....
<b>Print</b>	<b>Signature</b>
<b>Job Title:</b>	
<p><b>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?</b></p>	
<b>What is the young person's account/perspective?</b>	
<b>Professional opinion where relevant.</b>	
<b>Any other relevant information (distinguish between fact and opinion). Previous concerns etc.</b>	
<b>What needs to happen? Note actions, including names of anyone to whom your information was passed and when.</b>	

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

**Please email this form to the line manager, delete from your sent folder, do not store locally on your laptop, and do not print.**

