

Sample form for recording and reporting concerns about a child

Details of child and parents/carers

Name of child:		
Gender:	Age:	Date of birth:
Ethnicity:	Language:	Additional needs:
Name(s) of parent(s)/carer(s)		
Child's home address and address(es) of parents (if different from child's)		

Your details

Your name:	Your position:	Date and time of incident (if applicable):
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<p>Are you reporting your own concerns or responding to concerns raised by someone else? (delete as appropriate)</p> <p>Reporting own concerns</p> <p>Responding to concerns raised by someone else</p>

If you are responding to concerns raised by someone else, please provide their name and position within the organisation:

Please provide details of the incident or concerns you have, including times, dates, description of any injuries, whether information in first hand or the account of others, including any other relevant details:

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 witnessed the incident or who shares the concerns:

Please note: concerns should be discussed with the family **unless**:

- The view is that a family member might be responsible for abusing the child
- Someone may be put in danger by the parents being informed
- Informing the family might interfere with a criminal investigation.

If any of these circumstances apply, consult with the local authority children's social care department to decide whether or not discussions with the family should take place.

Have you spoken to the child's parents/carers? If so, please provide details of what was said. If not, please state the reason for this:

Are you aware of any previous incidents or concerns relating to this child and of any current risk management plan/ support plan? If so, please give details:

Summary of discussion with supervisor/ manager:

Has the situation been discussed with the named person for child protection?

Yes/ No (delete as appropriate)

If so, please summarise the discussion:

Have you informed the statutory child protection authorities?

Police: Yes/No (delete as appropriate)

Date and time:

Name and phone number of the person you spoke you spoke to:

Local authority children's social care: Yes/No (delete as appropriate)

Date and time:

Name and phone number of the person you spoke you spoke to:

Action agreed with child protection authorities:

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

If the concerns are not about child protection, details of any further steps taken to provide support to child and family and any other agencies involved:

Name..... Position.....

Date..... Signed.....

Managers name..... Position.....

Date..... Signed.....