



Keeping Safeguarding Records of Child Protection and Welfare Concerns

Appendix C

WELFARE CONCERN FORM

To be used to record low level concerns or serious child protection concerns requiring immediate response

Child's name			
Child's date of birth		Year group	
Staff member reporting incident			
name and position (print name)			
Date of incident (dd/mm/yyyy)		Time of incident	
Details of the incident			
Note the reasons for recording the incident. Ensure the following factual information is provided – who, what, when and where. Include names of witnesses, if relevant, and immediate actions taken. If offering a professional opinion provide context to substantiate the opinion. Attach a body map or other information, if appropriate.			

Reporting staff member's signature		Date	
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Please pass this form to your Safeguarding Lead

The Safeguarding Lead
The Safeguarding Lead should record their analysis of the impact of historic and known information, considering the chronology and current information relating to this incident or concern on the child's welfare.

Analysis and response to the incident/concern
Note actions planned and taken, including names of anyone to whom the information was passed.

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Outcomes
Record outcomes of the actions taken and forward planning, including plan to review outcome and impact.

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Safeguarding Lead's name			
Safeguarding Lead's signature		Date	

CONTINUATION SHEET for additional information related to the original concern

Details of the incident or information and updated analysis and planning

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Reporting staff member's signature		Date	
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The Safeguarding Lead Analysis and response to the incident/concern
 Note actions planned and taken, including names of anyone to whom the information was passed..

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Outcomes
 Record outcomes of the actions taken and forward planning, including plan to review outcome and impact.

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Safeguarding
Lead's signature

Date

BODY MAP

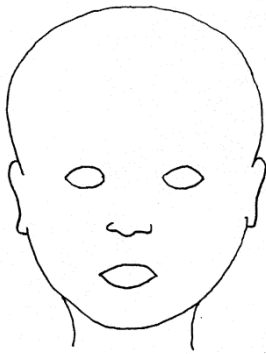
Child's name

Child's date
of birth

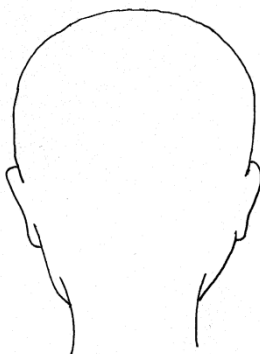
Date of incident
(dd/mm/yyyy)

Person
completing body
map

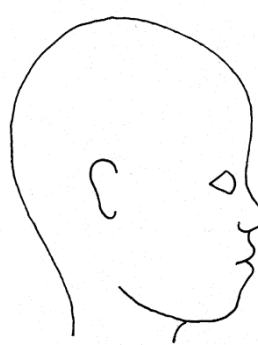
Detail size nature and any additional identifying features of injury



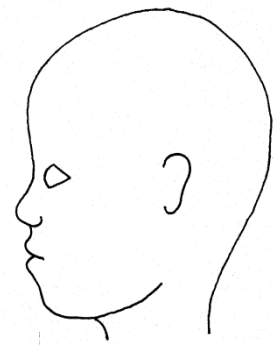
FRONT



BACK



RIGHT



LEFT

