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	

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.

Outcomes

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

Safeguarding Lead's name			
Safeguarding Lead's signature		**Date**	

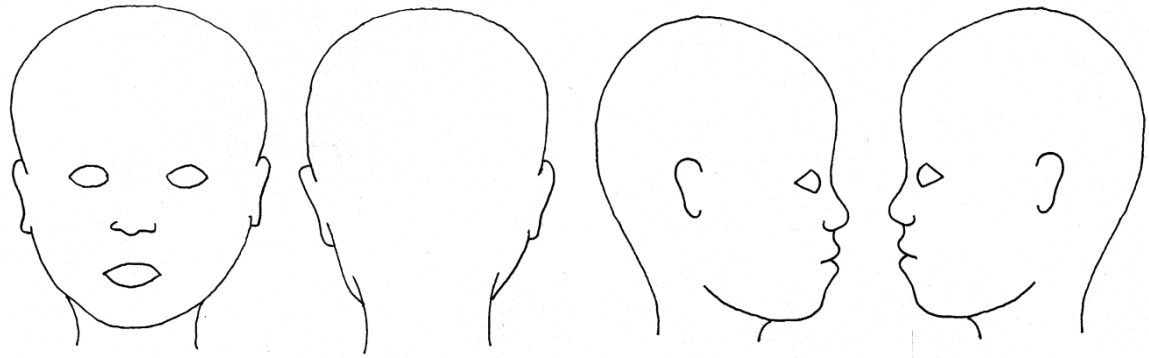
CONTINUATION SHEET for additional information related to the original concern			
Details of the incident or information and updated analysis and planning			
Reporting staff member's signature		**Date**	
The Safeguarding Lead **Analysis and response to the incident/concern** Note actions planned and taken, including names of anyone to whom the information was passed..			
Outcomes Record outcomes of the actions taken and forward planning, including plan to review outcome and impact.			

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



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