

Child's Safeguarding Form

(for use by any staff/volunteers/parents-This form can be filled in electronically. If the form is handwritten care should be taken to ensure that the form is legible)

Child's name (subject of concern):	Date of birth/age:	Address:
Date& time of incident:	Date& time (of writing):	
Your Name(print):	Role/Job title/Relation to child:	
Signature:		
Other members of the household':		
<p>Record the following:</p> <p>Nature of concern, e.g. disclosure, change in behavior, demeanor, appearance, injury, witnesses.etc, <i>(please include as much detail in this section as possible. Remember- the quality of your information will inform the level of intervention initiated. Attach additional sheets if necessary.)</i></p>		
How did the concern come to light?		
What is the child saying about what has happened?		
Any other relevant information. Previous concerns etc.		
Date and time of discussion with Manager/Chairperson:		

Check to make sure your report is clear to someone else reading it.
Please pass this form to the Manager or BoM Chairperson without delay