



Concern reporting form

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| Date of incident: |
| Name of child: |
| Age of child: |
| Concern: describe as factually as possible. Include specific times, exactly what was said and or/seen, details of those involved (including witnesses) and any behavioural or physical signs. When asking a child about an incident, be careful with your questions - use T (tell me) E (explain to me) D (describe to me). Do not ask leading questions. LISTEN to what is being said and then make a note of it on this form as soon as possible. |
| Action taken |
| Name of person recording concern: |
| Signature: |
| Date of report: |
| Name of person to whom the report is being referred: Mary Holmes (Safeguarding Officer) |
| Signature: |
| Date received: |