

SAFEGUARDING CONCERN REPORT



Record promptly in clear, factual language. Use the child's exact words where possible. Do not investigate or promise confidentiality. If anyone is in immediate danger, contact emergency services and the DSL without delay.

PERSON COMPLETING THIS REPORT

Name

Role

Report Date and Time

CHILD OR YOUNG PERSON

Full Name

Date of Birth

Site or Provision

Linked Child or
Young Person

Parent / Carer (if relevant)

CONCERN OR INCIDENT

Date and time of incident

Location

Source of information:
seen / heard / disclosed / reported

Category:

- ☐ Disclosure ☐ Physical injury ☐ Neglect ☐ Emotional wellbeing ☐ Sexual concern
☐ Child-on-child ☐ Online safety ☐ Attendance ☐ Other

FACTUAL ACCOUNT AND VOICE OF THE CHILD

State what you saw, heard or were told; who was present; and the context. Put exact words in quotation marks. Distinguish fact from professional opinion.

IMMEDIATE ACTION AND REPORTING

Immediate action taken
(including first aid, supervision or safety plan)

DSL or Senior Lead informed
(name and time)

Other person or agency informed
(include name, role, organisation and time)

Supporting information:

☐ Body map used ☐ Photo or file attached ☐ No attachment ☐ Consent considered

NEXT STEPS AND SAFEGUARDING LEAD USE

Follow-up action or referral

Priority and status:

☐ Immediate

☐ Same day

☐ Monitor

☐ Active

☐ Closed

Assigned to and review date

DSL initials and date
