

**Form for recording child welfare and child protection concerns  
June 2014**

This document is intended to help the Designated Safeguarding Lead in a school develop a recording form for use in their school. You may wish to add additional fields, but you are advised to ensure that all the fields set out below are included – they are all there for good reason, and reflect learning from practice and from Serious Case Reviews.

To be completed by any adult working in a school who has a child welfare or child protection concern about a child. It must be passed to the school Designated Safeguarding Lead (DSL) as soon as possible after completion for them to decide whether any further action is needed.

Please complete all the boxes you can, as this will help make this more useful now and in the future

Full name of child: Year group/class:	
Date of record: (xx/xx/xxxx)	
Name of person making this record: first name and surname	
Role of person making this record	
<p>What is your concern?</p> <ul style="list-style-type: none"> <li>• write this in your own words, explaining what you saw, heard, or were told, and when</li> <li>• make it clear who said or did what, and write down their words as far as you can</li> <li>• your professional judgment may also be important</li> <li>• continue on the back of this form or on another piece of paper if necessary, remembering to staple it to this (and include the child's name and the</li> </ul>	

date) • use and staple on a body map if you have seen or been shown injuries or marks (do NOT photograph)	
Name(s) of any other children in the family, and any other schools or early years setting attended if known	
Any action you have taken?	
Date received, seen and read by DSL	
Any action taken by DSL (or others):	
(space for additional actions if needed)	
Final outcome and date:	