

# REPORTING CONCERNS ABOUT A CHILD FORM

## Details of child and parents/carers

Name of child:		
Gender:	Age:	Date of birth:
Ethnicity:	Religion:	Additional needs:
Name(s) of parent(s)/carer(s):		
Child's home address and address(es) of parents (if different from child's):		

## Your details

Your name:
Your position:
Are you reporting your own concerns or responding to concerns raised by someone else?
If you are responding to concerns raised by someone else, please provide their name and position:

## Date & Time

Date & time of incident:
Date & time of disclosure:

## Report

What were you doing before and during the time the concern was raised?

Please provide details of the incident or concerns you have, including where & when this happened, who else was present, description of any injuries, whether information is first hand or the accounts of others:

Any other relevant observations about the child in the past (e.g. has their behaviour changed?):

The child's account (in their own words):

What was your response to the child? (What did you say/do between the disclosure and this report being written?)

What did you say to the child about confidentiality, and what was their response?

# HEADS ABOVE THE WAVES



Please provide the name & address of anyone alleged to have caused the incident or to be the source of any concerns (if possible):
Provide details of anyone who has witnessed the incident or who share the concerns:
Have you spoken to the child's parents/carers? If so, what was said? If not, please state the reason for this:
Summary of discussion with supervisor/manager:
Has the situation been discussed with the named person for child protection? If so, please summarise the discussion:
After discussion with supervisor/manager and named person, do you still have child protection concerns? Yes/No (delete as appropriate)

Have you informed the statutory child protection authorities?	
Police: Yes/No	Date and time:
Name & number of person spoken to:	
Local authority children's social care: Yes/No	Date and time:
Name & number of person spoken to:	

# HEADS ABOVE THE WAVES



Action agreed with child protection authorities:
What has happened since referring to statutory agency(ies)? Include the date and nature of feedback from referral, outcome and relevant dates:
If the concerns are not about child protection, details of any further steps taken to provide support to child and family, and any other agencies involved:

Signed	Date and time	Name and position