

Safeguarding concern record

IF A CHILD IS AT RISK, ACT NOW. Tell your DSL. Complete this afterwards.

This form is a record of what you did, never a step in doing it. Do not investigate, and do not ask leading questions — establishing what happened is for children's social care and the police. Write what the child said exactly as they said it. Where the concern is about an adult working with children, the route is a referral to the local authority designated officer.

CHILD	DATE OF CONCERN	TIME
RAISED BY	DATE RECORDED	REFERENCE

BEFORE YOU FILL THIS IN

If a child is at immediate risk of harm, call 999 now.

Tell your designated safeguarding lead straight away — in person or by phone, not by leaving this form somewhere.

Do not investigate. Do not try to establish what happened.

Do not ask leading questions. Do not ask the child to repeat it.

Do not promise the child you will keep it secret.

Write down what was said as soon as you can, in the child's own words.

Follow your home's safeguarding policy and your local safeguarding partnership's procedures. They take precedence over this form.

WHAT HAPPENED

What I saw, or what I was told	
Where it happened	
When it happened, and when I became aware	
Who else was present	
Is this about a child, or about an adult working with children?	

WHAT THE CHILD SAID

Exactly as they said it, in quotation marks. Do not correct, tidy or interpret.

WHAT I ASKED, AND WHAT I SAID

So anybody reading this can see the account was not led.

WHAT I DID IMMEDIATELY

To make the child safe	
Medical attention needed or given	
What I told the child about what happens next	
Anything preserved — clothing, messages, the scene	

WHO I TOLD

Name and time for each. 'Left a message' is recorded as that.

Designated safeguarding lead — name — time — how	
Registered manager — name — time	
Children's social care — who — time — what they said to do	
Police — officer and reference — time	
LADO, where the concern is about an adult — who — time	
Social worker — time	
Parents or those with parental responsibility — if advised to	
Anybody we were told NOT to tell, and by whom	

ONGOING ACTIONS

Action — owner — by when — done	
Action — owner — by when — done	
Action — owner — by when — done	
Is this also a notifiable event? Decided by, when	
Has the child been told what is happening?	
What support is in place for the child now	

SIGN-OFF

Special category data about a child. Restrict access; share only with those who need it.

RECORDED BY	DATE AND TIME
DSL RECEIVED	DATE AND TIME
REGISTERED MANAGER	DATE