



Derby and Derbyshire
Safeguarding Children Partnership

Appendix G: Concerns about a child form

Child's full name:		Date of birth:	
Provider name:		Provision room or named area:	
Concern identified by:		Role:	
Date of concern:		Time of concern:	
Place of incident:		Witnesses:	
Name of alleged child or person responsible for the harm or potential harm:		Position of alleged child or persons e.g., family member, member of staff, child in provision, senior member of staff, volunteer, not known, other:	

Concern, Incident or Disclosure: Why are you concerned about this child? What have you observed and when? What have you been told and when?

Please provide a description of any incidents or anything you see or have been told by a child, or another person. Record any visible injuries or ask the child or young person to point to where else it is sore or hurts. Do not remove or lift clothing for the purpose of the examination unless the injury site is freely available because of treatment. Do not take photos of injuries. If photos of injuries are required for evidence purposes, then this should be done by the police.

Remember to make clear what is fact and what is hearsay and opinion. Note the language and terminology used by the child, or adult, and be clear about who has said what.

Has any action already been taken in relation to this concern?	
Date and Name of person concerns reported to:	
Action to be taken and recommendations from designated safeguarding lead:	
Name of person completing form:	
Signature:	
Date and time:	