

Record of Concern

Childs Name	Childs Date of Birth	Date and time of concern	
Male/Female	Ethnic Origin	Disability Yes/No	Religion

Your account of the concern:
(What was said, observed, reported and by whom)

Additional information:
(your opinion, context of concern/disclosure)

Your response:
(What did you do / say following the concern)

Your name	Your signature
Your position in the school	Date and time of this recording

Action and response of Designated Safeguarding Lead / Headteacher:

Feedback given to member of staff reporting concern:

Information shared with any other staff? If so, what information was shared and what was the rationale for this?