

DRAFT

of each child.

Annex 6: Report of Concern Form



| Child Safeguarding: Report of Concern | |
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| Name of person making the report: | |
| Date of Report: | |
| Name of DSO to whom report is given: | |
| Nature of Concern: | |
| Date, Time and Location of Incident / Observation: | |
| Name of Student (if known): | |
| Details of Concern: Concerns or alerts may be as a results of: <ul style="list-style-type: none">● Observed behavior in a child (physical, emotional, change in behavior)● Hearsay (third party disclosure)● Disclosure (specific report made by a student directly or via a trusted adult)● Observed behavior in an adult (breach of Code of Conduct) <p><i>Provide full factual details only.</i> <i>State whether you witnessed the incident or if it was reported to you.</i> <i>If there was any conversation with the child, report his/her own words as closely as possible. (Continue overleaf if necessary.)</i></p> | |
| Follow up Action (if any): <i>(Did you make any follow- up action as a result of what you heard or witnessed?)</i> | |
| Signed by (reporter): | |
| Signed by (DSO/Recipient of report): | |