

CONFIDENTIAL

NOTE OF CONCERN

CHILD PROTECTION RECORD - REPORTS TO DESIGNATED TEACHER

Name of Pupil:
Year Group:
Date, time of incident / disclosure:
Circumstances of incident / disclosure:
Nature and description of concern:
Parties involved, including any witnesses to an event and what was said or done and by whom:
Action taken at the time:

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Details of any advice sought, from whom and when:

Any further action taken:

Written report passed to Designated Teacher: Yes No If 'No' state reason:
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Date and time of report to the Designated Teacher:
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Written note from staff member placed on pupil's Child Protection file Yes No If 'No' state reason:
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Name of staff member making the report:

Signature of Staff Member:

Date:

Signature of Designated Teacher:

Date: