

Record of concern

Name of School / College / Nursery / Other

Child's Name :			
Child's DOB :			
Male/Female:		SEND: Y/N [Details]	
Date and time of concern:			
Your account of the concern : (what was said, observed, reported and by whom)			
What did the child / young person say:			
Additional information : (your observations, context of concern/disclosure)			
Your response : (what did you do/say following the concern)			
Your name in PRINT please:		Your signature:	
Your position :		Date & time of this recording :	
		Date & time referred to Headteacher / DSL:	
Action and response of DSL or Headteacher with date and time: <i>e.g. spoke to parents, arranged a meeting with parents, completed MASH enquiry</i>			
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?	
Name of Headteacher or DSL [PRINT]		Designation:	
Signature:		Date:	

Audit tool for DSL (to be printed on back of record of concern form)

- ✓ Child clearly identified?
- ✓ Name, designation and signature of the person completing the record populated?
- ✓ Date and time of any incidents or when a concern was observed?
- ✓ Date and time of written record?
- ✓ Distinguish between fact, opinion and hearsay
- ✓ Concern described in sufficient detail, i.e. no further clarification necessary?
- ✓ Child's own words used? (Swear words, insults, or intimate vocabulary should be written down verbatim.)
- ✓ Record free of jargon?
- ✓ Written in a professional manner without stereotyping or discrimination?

Audit date:		Audited completed by:	
Overall RAG rating (see key below)			
Action needed	Timescale	Name and position of person responsible	Date action completed

RED	Indicates that information from the checklist is lacking and deficiencies need to be addressed as a matter of urgency
AMBER	Indicates that key information is included but recording could be further improved
GREEN	Indicates that the recording meets the above required standards

If you intend to give a copy of the above action plan to the member of staff, please ensure they are not given page 1 i.e. the actual record of concern form which contains confidential details.