

SAFEGUARDING & WELFARE CONCERN FORM

Please note that all Child/Vulnerable Adult Protection, Safeguarding & Welfare concerns must be reported.

Procedure

- Safeguarding/Welfare Concern Form(s) to be completed as soon as possible by the person(s) who witnessed/ raised the concern.
REMEMBER – RECORD CHILD/YOUNG PERSON'S OWN WORDS
- When completed, email as soon as possible to one of the following RSBC Safeguarding Leads:
 - Dorton College Lead – Josie Grainger / josie.grainger@rsbc.org.uk
 - CS Children Lead – Jamie Morgan / jamie.morgan@rsbc.org.uk
 - CS Adult Lead – Alberta Gutteridge / alberta.gutteridge@rsbc.org.uk
 - RSBC Safeguarding Lead – Sue Sharp / sue.sharp@rsbc.org.uk
3. RSBC Safeguarding Leads will decide on further actions.

Name of Child / Young Person		
Name, position, contact details of person completing form (please print)		
Date of incident/concern	Time	Location
Concern (who/what/where/when)		
Conversation with Child/Young Person if relevant (provide as accurate dialogue as possible)		
Clear description of injury sustained if relevant (consider size, shape, colour, location on body.)		

Any other relevant information (witnesses/immediate action taken such as urgent medical attention)

Does this require an Incident/Accident Form? Y/N

Have you attached an additional sheet? Y/N

Signature: Date:	
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FOLLOW UP ACTION - TO BE COMPLETED BY SAFEGUARDING LEAD.

Name of Safeguarding Lead

Decision regarding need for further action (ie whether No Further Action required, Internal Referral, Referral to Local Authority Designated Officer)

Follow Up Action if relevant (include who and when information shared with)

Information shared with parent if relevant

Signature: Date:	
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