



Safeguarding Expression of Concern Form

This form should be completed when there is cause for concern and given to your Designated Safeguarding Lead as soon as possible.

Details of Child:

Child's Name:

Child's Date of Birth:

Details of the person reporting concerns:

Full Name:

Job Role:

Do these concerns relate to a specific incident/disclosure? If YES complete Section A & B; If NO, do NOT fill in section A and move straight to Section B

Section A:

Date and time of incident/disclosure:

Location of incident/disclosure:

Date this form was completed:

Other persons present:

Section B:

Details of concern/disclosure/incident:
(What was said, observed, reported)

Action taken:
(What did you do following the incident/disclosure/concern?)

Any other relevant information:

Signed:

Date:



For completion by the Designated Safeguarding Lead (DSL):

DSL Response:

Action taken by DSL:

Rationale for decision making/actions taken:

Outcome of action taken by DSL:

Follow up action by DSL:

Feedback given to person reporting the concerns:

Signed by DSL:

Date:

Full Name:

Checklist for DSL:

- ✓ Concern described in sufficient detail?
- ✓ Distinguished between fact, opinion and hearsay?
- ✓ Child's own words used? (Swear words, insults or intimate vocabulary should be written down verbatim)
- ✓ Jargon free?
- ✓ Free from discrimination/stereotyping or assumptions?
- ✓ Concern recorded and passed to DSL in a timely manner?



Safeguarding Concern Feedback Slip

Ref Number

Date.....

Dear.....

Thank you for bringing to my attention your concern.

We have followed our Safeguarding Procedure. Please see below the outcome.

- Further Action Needed (The Designated Safeguarding Lead will speak to you directly regarding next steps)
- No Further Action Needed

Please remember if you are not satisfied with how your concern has been dealt with, you have the right and duty to cascade your concern further. Please refer to our Safeguarding Policy. Safeguarding and Child Protection is EVERYONES responsibility.

Signed:

Print Name:

Date: