

CONCERN RECORDING FORM

This form must be completed as soon as possible after receiving information that causes a concern. Contact the Child Wellbeing and Protection Officer on **[insert telephone number]** to report the concern then email the completed form to **[insert email address]** as soon as possible after completion; do not delay by attempting to obtain information to complete all sections.

ADVICE FOR COMPLETING THE FORM

Part A – Contact Information

Please complete Part A to include all relevant contact information. Where the concern is about a child and the conduct of an adult relating to that child then both parties information must be completed. You must also include your contact information.

Part B – Details of the Concern

Please complete this section to include as much information as possible. Where possible please include information about dates, times and location. If the concern has been reported to you by the child, please use their own words and also record anything that you said to the child.

Part C – Information Sharing

Please complete this part of the form if you have shared the information with any third party including the child's parents/carers, Named Person or with other services including the police, social services, school or any other relevant organisation

Remember to maintain confidentiality on a *need to know* basis – do not discuss this incident with anyone other than those who need to know.

Part D – For use by the Child Wellbeing and Protection Officer

This section is for use by the Child Wellbeing and Protection Officer and should not be completed by the person reporting the concern.

IMPORTANT INFORMATION:

Please do not keep any electronic, printed or written versions of this form. It is important to maintain confidentiality to delete or shred as soon as the information has been passed on. This information will be retained by the Child Wellbeing and Protection Officer in a secure and confidential manner.

PART A - CONTACT INFORMATION

CHILD'S DETAILS (if applicable – *details of the child who has been harmed or is at risk of harm*)

Name:	Date of Birth:
Address:	Tel No:
Post Code:	
Child's Named Person/school teacher:	Named Person/school teacher Tel No:
Preferred Language	Is an interpreter required? YES / NO
Any Additional Needs?	

ADULT'S DETAILS (if applicable – *adult whose conduct you are concerned about*)

Name:	Tel No:
Address:	Relationship to Child:
Post Code:	

CONTACT INFORMATION OF PERSON REPORTING THE CONCERN

Name:	Tel No:
Position/Role:	
Signature:	
Date:	

PART B – DETAILS OF THE CONCERN

If necessary please continue on a separate sheet. If doing so please number and date each sheet.

Details of concern:

Child's views on situation (if expressed). Where possible, please use the child's own words

Details of any other witnesses/other people involved

Details of any injuries (where applicable)

Please include all injuries sustained, location of injury and any treatment

Action taken so far and when:

Other relevant information:

PART C – INFORMATION SHARING (if applicable)

PLEASE NOTE – it will usually not be necessary to share information before seeking advice from the Child Wellbeing and Protection Officer, except in an emergency. Only share information on a need to know basis. If you are unsure as to who you should inform, please contact the Child Wellbeing and Protection Officer for further advice

Who has been informed?	
<p>Child's parents/carers</p> <p>Yes/No</p>	<p>If yes, record details:</p> <p>If no, please state why?</p>
<p>Child's Named Person/school teacher</p> <p>Yes/No</p>	<p>If yes, record details:</p> <p>If no, please state why?</p>
External agencies contacted (date and time)	
<p>Police</p> <p>Yes / No</p> <p>Date:</p> <p>Time:</p>	<p>Name, role and contact number:</p> <p>Incident number (if applicable):</p> <p>What information was shared and why:</p> <p>Details of advice received:</p>
<p>Local authority (inc. social services and education)</p> <p>Yes / No</p> <p>Date:</p> <p>Time:</p>	<p>Name, role and contact number:</p> <p>What information was shared and why:</p> <p>Details of advice received:</p>
<p>Other</p> <p>Yes / No</p> <p>Date:</p> <p>Time:</p>	<p>Name and contact number:</p> <p>What information was shared and why:</p> <p>Details of advice received:</p>

PART D – FOR CHILD WELLBEING AND PROTECTION OFFICER

Action taken:

Information Shared with any third party
e.g. Scottish FA, Affiliated National Association etc.

CONCERN CLOSED:

Reason for closing concern:

Signed _____

Date: _____