# Appendix B

**Record of concern about a child/young person’s safety and welfare**

Part 1 (for use by any staff – must be handwritten and legible)

|  |  |  |  |
| --- | --- | --- | --- |
| Pupil’s name: | | Date of birth: | Class/Form: |
| Date & time of incident: | | Date & time (of writing): | |
| Name (print): Job title:  Signature: | | | |
| Record the following factually: Nature of concern, e.g. disclosure, change in behaviour, demeanour, appearance, injury, witnesses etc. *(please include as much detail in this section as possible. Remember – the quality of your information will inform the level of intervention initiated. Attach additional sheets if necessary. Complete body map if injury/marks seen)* |  | | |
| What is the pupil’s perspective? |  | | |
| Professional opinion, where relevant *(how and why might this have happened?)* |  | | |
| Any other relevant information. Previous concerns etc. *(distinguish between fact and opinion)* |  | | |
| Note actions, including names of anyone to whom your information was passed and when |  | | |

Check to make sure your report is clear to someone else reading it.

**Please pass this form to your DSL without delay**

**Record of concern about a child/young person’s safety and welfare**

Part 2 (for use by DSL)

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Information received by DSL: | Date: | | Time completed: | | | | From whom: | | | | |
| Any advice **sought**, if applicable | Date: | | Time completed: | | | | From: name/organisation: | | | | |
| Advice received: | | | | | | | | | | |
| Action taken with reasons recorded  *(e.g. MARF completed, monitoring advice given to appropriate staff, CAF etc)* | Date: | | Time completed: | | | | By whom: | | | | |
|  | | | | | | | | | | |
| Outcome | Date: | | Time completed: | | | | By whom: | | | | |
|  | | | | | | | | | | |
| Parent/carer informed? | **Y** | Who spoken to: | | Date: | | | | Time: | | | By whom: |
| **N** | Detail reason: | | | | | | | | | |
| Is any additional detail held, if so where? |  | | | | | | | | | | |
| Prior safeguarding history | No of previous records of concern: | | | | | | | | |  | |
| Has the child been subject of CAF/Early Help assessment? | | | | | | | | |  | |
| Currently on CP Plan (CPP) / Child in Need Plan (CiN) | | | | | | | | |  | |
| Previously on CP Plan (CPP) / Child in Need Plan (CiN) | | | | | | | | |  | |
| Is child known to other agencies? | | | | | Y / N | | |  | | |
| Name of DSL: |  | | | | Signature: | | | |  | | |

# Appendix C

|  |
| --- |
| **BODYMAP** |

**(This must be completed at time of observation)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Pupil: |  | | Date of Birth: | |  |
| Name of Staff: |  | | Job title: |  | |
| Date and time of observation: | |  | | | |

|  |  |
| --- | --- |
| BODY-1 | BODY-2 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of pupil: |  | | Date and time of observation: |  |
| HEAD-1 | | HEAD-2 | | |
| **FRONT** | | **BACK** | | |
| HEAD-3 | | HEAD-4 | | |
| **RIGHT** | | **LEFT** | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of pupil: | |  | | | | | Date and time of observation: | | |  | | |
| HAND-1 | | | | | | HAND-2 | | | | | | | |
| **R** | | | | | | **L** | | | | | | | |
| **BACK** | | | | | | | | | | | | | |
| HAND-3 | | | | | | HAND-4 | | | | | | | |
|  | | | | | |  | | | | | | | |
|  | | | | | | | | | | | | | |
| Name of Pupil: | |  | | | | | Date and time of observation: | | |  | | |
| FOOT-1 | | | | | FOOT-2 | | | | | | | |
| **R** | **TOP** | | | **L** | **R** | | | **BOTTOM** | | | | **L** |
|  | | | | | | | | | | | | |
| FOOT-3 | | | | | FOOT-4 | | | | | | | |
| **R** | | | | | **L** | | | | | | | |
| **INNER** | | | | | | | | | | | | |
| FOOT-5 | | | | | FOOT-6 | | | | | | | |
| **R** | | | | | **L** | | | | | | | |
| **OUTER** | | | | | | | | | | | | |
| Printed Name, Signature and Job title of staff: | | |  | | | | | |  | |  | |