

Record of concern about a child's safety and welfare

For use by staff and volunteers. Please take care in writing legibly.^{1 2 3}

Child's name	Date of birth or age
Child's address	
Name of Parent / Person responsible for child	
Telephone number of Parent / Person responsible for child	
Other known members of the household ⁴	

Nature of concern: eg disclosure, change in behaviour, demeanour, appearance, injury. *Please include as much factual detail as possible. The quality of your information will inform the level of intervention initiated. Attach additional sheets if necessary.*

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How did the concern come to light?

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What is the child / person reporting this, saying about what has happened⁵?

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Any other relevant information

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Your name	Signature.....
Date and time of discussion with Safeguarding Co-ordinator ⁶	

Please pass this form to the Safeguarding Co-ordinator without delay

Notes to help you fill in a record of concern about a child's safety and welfare

1. Life Church Bath is required to ensure that our duty of care towards children is carried out in line with the principles enshrined within our Safeguarding Policy, the document 'Working Together to Safeguard Children and Young People 2018' and The Care Act 2014
2. Essential principles of recording the information received or disclosed or observed:
 - a. Remember – do not investigate or ask any leading questions
 - b. Make notes within one hour of receiving the disclosure or observing the incident
 - c. Be clear and factual in your recording of the incident or disclosure
 - d. Avoid giving your opinion or feelings on the matter
 - e. Aim to use the 4 W's and 1 H: When Where What Why and How
 - f. Do not share this information with anyone other than the Safeguarding Co-ordinator. They will advise on who else will need to be informed, how and when
 - g. Make use of the additional information section to add any other relevant information regarding the child or family that you may be aware of
3. **What constitutes a Safeguarding Concern?** Any incident that has caused or is likely to cause significant harm to a child
4. **Information regarding other household members?** It has been demonstrated as important to include information about significant adults in the household especially when concerns relate to children as this has been a recurrent risk factor in several serious case reviews.
5. **Why is the view of the child significant?** It is important to give whatever detail is available for the child's explanation of the matter to help ascertain if it is plausible and to help offer a context to the concern identified
6. **Passing information to the Safeguarding Co-ordinator** The Safeguarding Coordinator holds ultimate responsibility in responding to any safeguarding concerns within Life Church Bath and therefore it is important that they have oversight of the actions being taken and make relevant and appropriate link between statutory agencies if required. They will make the most appropriate link between Life Church Bath and external agencies.