

Appendix 3: Child Protection – Safety Concern Form

**To be completed for all safeguarding concerns and handed as soon as possible to; (in order of priority).**

1. Designated safeguarding lead; Head Teacher, Mrs P Back, (level 3 safeguard training)
2. Deputy designated person; Deputy head teacher; Mr R Turner (level 3 safeguard training)
3. Assistant head teacher; Mrs J Conroy
4. SENCO; Mrs W Ward

<b>NAME OF CHILD;</b>	<b>CLASS;</b>
<b>DATE;</b>	<b>TIME;</b>
<b>NATURE OF CONCERN;</b> write an overview below and attach a copy of your original notes.	
<b>CAUSE FOR CONCERN COMPLETED BY;</b>	<b>CAUSE FOR CONCERN HANDED TO;</b>

<b>ACTION TO BE TAKEN;</b>	<b>BY WHOM</b>	<b>BY WHEN</b>	<b>OUTCOME</b>
<b>1. Log concern and monitor closely.</b>			
<b>2. Discuss with child.</b>			
<b>3. Discuss with parents.</b>			
<b>4. Refer directly to initial response.</b>			

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