

## LOGGING A CONCERN ABOUT A CHILD'S SAFETY AND WELFARE

|  |                          |               |
|--|--------------------------|---------------|
| Name and address of Setting  |                          |               |
| Child's Name   | DOB                      | Male / Female |
| Today's Date   | Time                     |               |
| Your Name (print)  | Your Signature           |               |
| Your role  |                          |               |
| Date of Concern/Incident   | Time of Concern/Incident |               |
| <p>Describe the incident as factually as possible. Include who was involved, where it happened, exactly what happened etc. Remember to describe clearly any behavioural or physical signs you have observed.</p> |                          |               |

(continue overleaf if necessary)

(Check to make sure your report is clear now and will also be clear to someone reading it next year)

**Action taken** .....

**Received by** ..... **Designated Person for Child Protection**

**Date** ..... **Time** .....

**Proposed action by the Designated Person** .....



# BODY MAP

