

What is the pupil's account/perspective?

Professional opinion where relevant.

Any other relevant information (distinguish between fact and opinion). Previous concerns etc.

What needs to happen? 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 Designated Safeguarding Lead.

Part 2 (for use by DSL)

Time and date information received, and from whom.	
Any advice sought – if required (date, time, name, role, organisation and advice given).	
<u>Action taken</u> (referral to children's social care/monitoring advice given to appropriate staff/, Early Help etc.) with reasons. Note time, date, names, who information shared with and when etc.	
<u>Parent's informed?</u> Y/N and reasons.	
<u>Outcome</u> Record names of individuals/agencies who have given information regarding outcome of any referral (if made).	
Where can additional information regarding child/incident be found (e.g. pupil file)?	
Any other comments or information, or use of body map if appropriate and/or recommended by DSL	
Signed	
Printed Name	