Coppice Primary School & Nursery

CHILD PROTECTION /WELFARE CONCERN

REPORT FORM

(All incidents should be logged on My Concern, only use this form if you do not have access to this system.)

Date & Time

Name of child

DOB

Name of worker completing form

Status of worker completing form

Is this a concern under Prevent Yes/No

Have you completed the Prevent Risk Indicator Checklist Yes/No*

You need to complete the checklist if this is a concern under Prevent

Attach checklist to form, treat a concern under Prevent as any other safeguarding concern and use the processes agreed under the safeguarding procedures. Share the checklist if referring into the Prevent Team/Starting Point/known worker involved with the child/YP

Description of the Concern
Concise, Factual (if an opinion state it is) does it involve siblings, other children, adults/carers/parents/any witnesses?

Have parents/carers been contacted?
Record actions. If you have not informed parents/carers justify here, as in all cases except where there is clear evidence of putting a child at immediate risk parents/carers should be contacted

Date Received & Actions taken by recipient
Include any follow up actions

Strategy & Outcomes
Record all strategies agreed include school based ones, and record an outcome including evidence of referrals/agreement with agencies.

Feedback to Referrer *(tick box here)*
Date

Signature of worker completing the form

Date: