

Safeguarding Children Concern Form

Recognise Record Respond

Student Name		Day/Date/Time of Concern	
Your Name and role		DOB of student & year group	

Concern: Describe the event or observation. If a child has made told you something of concern please record what the child has said using their own words and attach that to this form.

Impact: Is there any identifiable impact on the child? (Physical/Emotional/behavioural).

Action:

- | | | |
|---|-----|----|
| 1. Copy sent to designated CP officer at provision | Yes | No |
| 2. Information discussed with ALPS keyworker and/or Martin Watson or referring school | Yes | No |
| 3. Information shared with parents | Yes | No |
| 4. Information shared with other professional | Yes | No |
| 5. Immediate referral to MASH (Social Services) | Yes | No |
| 6. Information filed appropriately | Yes | No |

Follow up action:

Outcome of concern:

Guidance on completing concern forms

It is important that concern forms are fully completed in a timely way. The details are important to help the safeguarding team respond appropriately. Please follow the guidance below.

- Enter **all** the admin details, including date of birth (we are asked for this when we report a concern to Children's Services or the police). Include your full name (not initials)
- Make sure the concern is given in detail, preferably in the child's own words. Concern forms should be **typed** and not hand written.
- Don't report what other people have told you - they must write their own concern form.
- Only write about one child on each concern form (use a separate form for each child)
- Remember that concern forms are used in court cases and inquests as primary documents, so they must be complete and accurate.
- Make sure you use a Concern Form to record your concern. **Do not use other any other form or piece of paper**. Writing on the back of other forms can cause confusion and error.
- If you jotted your notes down on a piece of paper whilst talking to the student or immediately afterwards, attach that to the completed concern form.
- If there are no Concern Forms available, please:
 - Contact a member of the safeguarding team immediately
- Completed concern forms must be given to the safeguarding lead **as soon as completed**.
- Please alert the safeguarding team to concerns **as soon as possible**. It can take several hours to deal with even urgent concerns and the earlier we start the better.
- If the concern involves a student on role with ALPS, a copy of the concern form **must** be sent to the relevant keyworker and Martin Watson – martin.watson@luton.gov.uk (Safeguarding Lead). It should be discussed with them prior to contacting home.
- Finally, it is **essential** that you date and time the concern form.

ALPS Keyworkers

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