

Hope Church - Safeguarding Children Concern Form

Child Name		Day/Date/Time of Concern	
Your Name and role		DOB of child	

Concern: Describe the event or observation. If a child has made a disclosure, record what the child has said using his/ her own words (and attach any notes you made at the time to this form).

Impact: Is there any identifiable impact on the child? (e.g. Physical, Emotional, etc.).

Action:

- | | | |
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| 1. Copy sent to safeguarding advocate | Yes | No |
| 2. Information discussed with Hope Church Children's Work Leader | 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 actions:

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 leaders respond appropriately. Please follow the guidance below.

- Enter all the details, including date of birth (we are asked for this if we must report a concern to Children's Services or the police).
- Include your full name (not initials).
- Make sure the concern is written in detail, preferably in the child's own words.
- Only write about one child on each concern form (use a separate form for each child)
- Please alert the safeguarding advocate to concerns as soon as possible.
- Finally, it is important that you record the date and time on the concern form.

Hope Church Safeguarding Advocate: Ruth Simons

Hope Church Children's Work Leader: Linda Geevanathan