

THEBP Staff Form for reporting concerns about a child

Please fill in this form with as much factual information as possible. However, do not delay passing the form on if you do not have some of the information.

School:		
Name of Child:		
Gender:	Age:	Date of Birth:
Ethnicity:	Language:	Additional needs:
Name(s) of parent(s) / carer(s)		
Child's home address and address(es) of parents (if different from child's):		

Your details:

Your name:	Your position:	Date:
<p>Are you reporting your own concerns or responding to concerns raised by someone else? (delete as appropriate):</p> <p style="text-align: center;"><i>Reporting own concerns / Responding to concerns raised by someone else</i></p> <p>If you are responding to concerns raised by someone else, please provide their name and position and their place of work:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>		

Please provide details of the incident or concerns you have, including times, dates, description of any injuries, whether information is first hand or the accounts of others, including any other relevant details:

The child's account / perspective:

Please provide details of anyone alleged to have caused the incident or to be the source of any concerns:

Provide details of anyone who has witnessed the incident or who shares the concerns:

Please note: Concerns should be discussed with the family unless:

- The view is that a family member might be responsible for abusing the child
- Someone may be put in danger by the parents being informed
- Informing the family might interfere with a criminal investigation

If any of these circumstances apply, consult with the Local Authority Children's Social Care Department to decide whether or not discussions with the family should take place.

Have you spoken to the child's parents/carers? If so, please provide details of what was said. If not, please state the reason for this:

Are you aware of any previous incidents or concerns relating to this child and of any current risk management plan/support plan? If so, please provide details:

Summary of discussion with supervisor/manager:

Has the situation been discussed with the school's Designated Child Protection Officer? Yes/No (delete as appropriate). If so, please summarise the discussion:

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After discussion with the supervisor/line manager and Designated Child Protection Officer, do you still have child protection concerns?

Signed: _____ **Date:** _____

Internal Use Only:

Has the Designated Child Protection Officer informed the statutory child protection authorities?

**Police: Yes/No
Yes/No**

Local Authority Children's Social Care:

Date & Time: _____ **Date & Time:** _____

**Name and telephone number of
Person spoken to:**

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Person spoken to:**

Action agreed with child protection authorities:

What has happened since referring to statutory agency/ies? Include the date and nature of feedback from referral, outcome and relevant dates:

If the concerns are not about child protection, details of any further steps taken to provide support to child and family, any other agencies involved:

Signed:	Date & Time:	Name & Position: