**Bound Book**

**Reference Number:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Notice of Concern / Incident Form** | | | | | | | | | | *Insert School Logo*  *School name* | | | | |
| Child’s Name: | | | | | | | Class: | | |
| Date of incident: | | | | Time of incident: | | | | | |
| This form must be completed, signed and dated by any member of staff who identifies a possible child protection or safeguarding concern:   * All child protection concerns must be reported immediately to the designated Safeguarding Lead. * Record the facts and do not make judgements. Record dates, times, places, actual words, what was observed, who was present and questions asked. * Any concerns about staff should be reported directly to the Head Teacher/Head of Service. * Concerns about the Head Teacher should be reported to the Chair of Governors/Proprietor | | | | | | | | | | | | | | |
| **Details of Concern/Incident:**  http://childabusemd.com/images/body-diagrams.gif | | | | | | | | | | | | | | |
| **Immediate Actions by staff:** | | | | | | | | | | | | | | |
| Signed:  Print: | | | | | | | | | | | Date: | | | |
| **Action taken by Designated Safeguarding Lead:** based on Bond T, (2000) 223-236   * Brief summary of concern: * Which agency is needs to lead on this issue: School/Children’s Social Care/ Police/Health/ Other   If School – who will lead on this?   * Which guidelines and policies need to be considered: * Which potential courses of action are open to this concern: * Which course of action are you going to take: | | | | | | | | | | | | | | |
| **Any other relevant information:** | | | | | | | | | | | | | | |
| Signed:  Print: | | | | | | | | | | | Date: | | | |
| * **Evaluate Outcome of actions:** | | | | | | | | | | | **Bound Book**  **Reference Number:**  Linked incidents | | | |
| **Right Services Right Time** | | | |
|  | Universal | | |
|  | Universal+ | | |
|  | Additional | | |
|  | Complex/Significant | | |
|  | Nil Action needed |  | Incident Record | |  | Early Help | |  | Health & Safety | | | |  | Request 4 Support |