

Safeguarding Concern – report form

This form should be used to report **behaviour incidents, relevant parental contact, safeguarding disclosures, racial incidents, incidents of bullying, online concerns and issues of sexual harassment and/or violence** in cases when CPOMS cannot be accessed. Students, visitors and all non-staff members should use this form.

In line with school policies, the Designated Safeguarding Lead (Matthew Hover – Headteacher, or Shirley Khalifa – Family Support Worker) should be made aware of details of incidents as quickly as possible. This should take priority in advance of completing this report. This way, any information can be acted on quickly should this be necessary.

Matthew Hover – DSL (Headteacher – Head’s Office)



Shirley Khalifa – Deputy DSL (Family Support Worker – Family Room)



Key information

Name of person reporting the incident	
Date and time report was made	

Incident details

Date and time of incident/disclosure	
Name(s) of child(ren) involved in incident/disclosure	
Class of child involved in incident, and class teacher	
Location of incident/disclosure	

Full description of the incident including:

- Known causes and lead up to the incident
- Location
- All known persons involved
- Any injuries sustained
- Any damage to property
- Medical treatment required
- Any contact with family/other agencies
- Any disclosures made, in the child's own words (please put child's words in CAPITAL LETTERS)
- Detail about what the child was doing at the time (may be relevant to disclosure).

Please use the back of sheet for further notes.