

# Cause for Concern Form

## Safeguarding Template

**Please use this form to note down details about a concern/disclosure or incident, to be passed onto your Safeguarding Lead/Coordinator.**

A volunteer or worker receiving a disclosure of abuse or has a concern about the welfare of a child/adult should **immediately speak to the Designated Safeguarding Lead/Coordinator** (or the Deputy if the Lead is not available).

If the Safeguarding Coordinator or their Deputy are not contactable, call Thirtyone:Eight for advice on 0303 003 1111 (or follow your own protocol). In an emergency contact the emergency services/make sure child is immediately safe.

Notes about the disclosure/concern or incident should be taken using this form by the volunteer/worker who received the disclosure/concerns and passed to the Safeguarding Lead/Coordinator as soon as possible.

### **Details of the volunteer/worker who received the disclosure/had the concerns, and is completing this form:**

**Name** \_\_\_\_\_

**Email** \_\_\_\_\_ **Phone No.** \_\_\_\_\_

*List contact details of any other people who witnessed the disclosure/concerns:*

### **Details of the child/adult who made the disclosure, or about whom you have concerns:**

**Their full name** \_\_\_\_\_ **Age/D.O.B** \_\_\_\_\_

**Address (if known)** \_\_\_\_\_ **Postcode** \_\_\_\_\_

**Name of Parent/Carer (if known)** \_\_\_\_\_

**Phone number of Parent/Carer (if known)** \_\_\_\_\_

### **Where did the disclosure/concern/incident take place?**

**Date** \_\_\_\_\_ **Time of occurrence** \_\_\_\_\_

### **Give brief details about what led up to the disclosure/concerns:**

**Give details of the actual disclosure/concerns – write down exactly what was said, and by whom, as far as possible:**

**Give details of the actions taken so far, including any advice sought, and add details of any relevant contacts:**

**Give details of any previous concerns or relevant information about the child or family. E.g. additional needs, social care involvement or other information.**

**Name of the Safeguarding Coordinator to whom this form is being passed:**

**When you have completed all sections of this form:**

- Check it through to make sure it is readable and understandable.
- Pass it on straight away to the Safeguarding Lead/Coordinator, together with any other handwritten notes you have made (or follow your organisation's protocol).

The Safeguarding Lead/Coordinator should use these notes to document the disclosure, concern, or incident. Once the information has been accurately recorded and uploaded to a designated secure system, the original notes should be securely destroyed. If not uploaded, they must be stored in a secure, lockable location, accessible only to authorised personnel.