

Initial Concerns (universal) Tier 1

This form should be completed if you are not unduly worried about parenting factors, the child, or family and environment factors but:

- You are aware of a change of circumstances for a family
- A child reports information which worries you-eg no breakfast
- You notice something has changed (presentation, late, tired etc)

Note that if this document becomes part of the evidence chain for child protection the information needs to be clear and factual.

Example:

Spoke to Mrs X (mum of Y and Z)

Mum said

- Dad has been made redundant
- Mum stressed
- Mum worried about cost of school trip

Actions

- Explained to mum that I needed to pass this information to headteacher/ DSL
- Asked mum to make an appointment with head teacher to discuss support available
- Arranged to meet with head teacher to follow up- DATE
- Arranged to meet with mum to check situation is improving- DATE
- Referred to DSL- DATE

Possible Actions at Tier 1:

- **Monitor-** detail how and when and record that you have monitored including no further evidence if this is the case
- **Meeting with-** who, when and record outcome of meeting
- **Offer a source of support:**
 - **School nurse/ health visitor/ GP-** arrange a follow up date and record as above indicating if parent has decided to see school nurse or not
 - **LA services/ private services (housing etc)-** arrange a follow up date and record as above indicating if parent has decided to seek support from LA services
- **Inform staff members as appropriate taking account of confidentiality, data protection and the children's welfare needs.**

Possible Outcomes

- Support accessed and no further help needed from school- concerns addressed
- Circumstances change
- Child Protection Concern- Escalate

Tier 1 Initial Concerns (1 form per child)

Date		Day of week		Time	
Name of Person completing form					
Role					
Details of pupil concerned					
Pupil Name			DOB		Year Group
Class Teacher					
Is this concern related to any of the following: -					
Parenting			family environment		
			child factors		

Details of concern/disclosure

Actions

Referred to DSL name:

Date

Signature of DSL

This section to be completed by the above DSL

Action

Outcome