

Significant Concerns (Tier 2+)

This form should be completed if:

- You have a safeguarding concern

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 and Dad arguing about money
- Dad is drinking heavily
- Mum stressed and depressed
- Children upset by arguing- children are tired, struggling to concentrate, children are arriving late/ absent and unkempt.
- Mum worried about cost of school trip and about children's behaviour
- Explained to mum that I needed to pass this information to headteacher/ DSL

Actions

- 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

Actions for the member of staff, volunteer or parent who has safeguarding concerns:

- **For a pupil disclosure: Avoid questioning the pupil: ask 'What happened?' and make a clear factual record, overleaf, of what is said. Give this to the DSL. Do not promise confidentiality. Do not make a private support arrangement**
- **For an adult disclosure: make a clear factual record and inform the adult that you have a duty to speak to the DSL. Give this record to the DSL.**
- **For domestic violence remind the parent that the school will receive a call from operation encompass**
- **Discuss your concerns with the DSL or deputy DSL and give the DSL the record of your conversation and actions.**
- **Check what action the DSL has taken and that action has been taken**
- **Maintain confidentiality beyond those involved and the DSL- it is the DSL's role to inform other members of staff.**

In the case of FGM or suspected FGM phone the police- the DSL will support you.

Following your meeting with the DSL, the DSL will:

- **Take your concerns seriously**
- **Follow the safeguarding policy/ Allegations management policy**
- **Inform staff members as appropriate taking account of confidentiality, data protection and the children's welfare needs.**

Possible Actions by DSL

- Advice sought from first response/ LADO/Channel
- Referral to early help or social care (no immediate risk)
- **Priority 1: Referral to social services/ police (CHILD AT IMMEDIATE RISK)**

Significant Concerns (Tier 2+) (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