



Fun Development

Logging a concern about a child's safety and welfare

Child's name:	Date of birth:
Date of log:	Time of log:
Name of person logging concern (print):	Signature:
Job title:	
Date of concern/incident/disclosure:	Time of concern/incident/disclosure:
<i>Describe the incident/concern/disclosure as factually as possible. Include who was involved, where it happened, exactly what happened, etc. Use the child's own words, do not paraphrase. Describe clearly any behavioural or physical signs you have observed.</i>	
<i>Continue overleaf or on separate page if necessary</i>	



Read through and make sure your report is clear now – will it also be clear to a stranger reading it next year?

Any action taken prior to passing concern to Designated Child Protection Officer? If YES, outline below what action was taken:

Ensure that this form is passed on immediately to the Designated Child Protection Officer (Michelle Elrick).

Concern received by:

(Designated Person for child protection)

Exact Date and Time the Concern was Received:

Proposed action by the Designated Person: