

Recording Form for Safeguarding Concerns

Staff employed directly by St Paul's on a full time or part time basis should complete referrals using CPOMS.

Staff not employed directly by St Paul's, volunteers, visitors or are required to complete this form and pass it on to Alicia Read (DSL), Louisa Davies (DSL), Paula Darvill – SEND (DDSL), Grace Early – SEND (DDSL), Laura Barron (DDSL), Sam Kerens (DDSL), Tania Ilbury (DDSL) or Haydn Witchalls (DDSL) if they have a safeguarding concern about a child in our school.

Parents or other adults should also complete this form if they have a safeguarding concern about a pupil in our school.

This form can be printed and completed by hand, printed copies are also available at reception, in the canteen office, in the premises office and in the invigilators office.

Information Required	<i>Referrer enter information here</i>
Date today	
Date an incident occurred, or that a disclosure was made to you.	
Full name of child or information that may help to identify them if you do not know the child's name.	
Year Group, if known	
Your name	
Your role in the school, or (if you don't work within the school) how you know the child	
Nature of Concern/Disclosure <i>Please include</i> <ul style="list-style-type: none"> • <i>Where you were</i> • <i>What you saw/heard</i> • <i>Who else was there at the time</i> • <i>The exact words the child said</i> • <i>What you said</i> • <i>If there is an injury please note this and the DSL will send you a body map to complete</i> • <i>If you have noticed/raised this concern previously</i> 	
Your signature	