

Appendix 3

LEC SAFEGUARDING CHILDREN RECORD OF CONCERN FORM APRIL 2020

DARE Officer please complete and submit within either 3 working days if no further action is required or 7 working days where a follow up conversation is required – unless otherwise agreed with the safeguarding lead.

| | | | |
|--|--|--|--|
| Young Person's initials: | | Age: | |
| Time and Date of Incident: | | Time and Date reported in school. To whom? | |
| DARE Officer name: | | | |
| Location and context of Incident: | | | |
| Name of Witnesses/adult/teacher present: | | | |
| School Name: | | | |

Child's non-verbal behaviour (including written comments):

Child's verbal comments – Child's own words:

Visible injuries or marks:

| | |
|--|--|
| Immediate and/or post lesson action taken: | |
| Response of school – including any follow up action agreed: | |
| Parent/carer informed/to be informed, when, how and by whom: | |
| Does anyone else need to be informed, when, how and by whom: | |

| | | | |
|---|----------------------------|-----------------------------------|--|
| Outcome of initial discussion (please tick) | No further action required | Follow up on next visit to school | Discussion with Lifeskills safeguarding lead |
|---|----------------------------|-----------------------------------|--|

NB - Please remember to update the Record of Concern form after any further discussion with school or Lifeskills safeguarding lead

| | |
|---|--|
| Details and outcome of any discussion with Lifeskills Safeguarding Lead DATE | |
| Final Outcome following further discussions/visit DATE | |

Please sign and submit

Signed DARE Officer Date: ___ / ___ / ___

Further details from safeguarding lead

NFA
Discussion with school
Referral for services made
Other

Signed Lifeskills safeguarding lead..... Date: ___ / ___ / ___