

GUIDANCE FOR FILLING IN A “LOG OF CONCERN”

- The use of this form is NOT compulsory, but should be seriously considered if it presents a more thorough or robust alternative to the record keeping already used in a setting.
- This form can be used to make a written record of concerns, events and conversations with parents, colleagues, children and other professionals. In fact, anything that may possibly be of significance in the future (as well as information or events that are clearly of a serious nature.) The Log of Concern is in two parts -the first part can be completed by any staff member and the second part must be completed and actioned by the Designated Person (or other Senior Member of staff deputising in their absence.)
- Settings may find it helpful to print blank copies of the Log of Concern onto coloured paper in order to distinguish it easily.
- Where at all possible/appropriate, parents/carers should be aware of staff concerns and these should have been discussed with the parent/carer and their comments noted.
- Written records of concerns should always contain **factual** and **accurate** information that parents/carers would not easily dispute. Remember that in many cases these could be used as evidence presented in meetings with parents and other professionals and possibly even in court.
- When completing a Log of Concern, ensure that it is written clearly and could be easily understood by someone else reading it in the future.
- ALL staff members in a setting should have easy access to blank copies of the “Log of Concern” and should be empowered to complete the first side. Staff who require support to complete the Log should be helped by an appropriate person. All staff should be aware of who in the setting has overall responsibility for Safeguarding in order to pass the “Log of Concern” to them for action and completion.
- Written records of this nature should be kept in a safe and secure place.
- Settings should ensure they have a robust system for regularly reviewing these written records e.g. at staff meetings /supervision in order to ensure that new or multiple concerns are acknowledged and action is taken. E.g. a single concern that a child appears to be hungry would not usually merit a referral but several concerns over time even though parents/carers have been made aware, is more significant.
- Contents of Logs of Concern can be shared with the Safeguarding Hub and with other professionals when discussing concerns about the safety of a child.