

**LOGGING A CONCERN ABOUT A CHILD'S SAFETY AND WELFARE - EXAMPLE 1**  
PART 1:

<b>Child's Name:</b> <b>Fred Bloggs</b>	<b>Date of Birth:</b> <b>01/01/2010</b>
<b>Date (of writing this record):</b> <b>01/10/13</b>	<b>Time (of writing this record):</b> <b>12.30 pm</b>
<b>Name (of person writing this record):</b> <b>Print</b> ..... <b>Sue Smith</b> ..... <b>Signature</b> ..... <i>S. Smith</i> ..... <b>Job Title:</b> <b>Early Years Educator / Key Person</b>	
<b>Note the reason(s) for recording the incident.</b> <b>This is the second time in the past week that Fred has arrived at Nursery rather hungry.</b>	
<b>Record the following <u>factually</u>: Who? What (If recording a verbal disclosure by a child use their words)? Where? When (date &amp; time of incident)? Any witnesses?</b> <b>Fred arrived at 9.05 am today and went straight to the snack table. He told me "my tummy hurts, there was no food for me for breakfast again." (Fred's comments were overheard by Mavis Jones – another member of staff.)</b> <b>Fred ate about six pieces of banana and a whole slice of toast. He drank two cups of milk. Fred said to me "my tummy is all full now". He left the snack table and went to the construction area to play.</b>	
<b>Note actions, including names of anyone to whom your information was passed.</b> <b>I informed Kate Means (manager and Designated person for CP) at 10.00 am. She requested that I talk to Fred's mother.</b>	
<b>Any other relevant information (Factual)</b> <b>No previous concerns have been raised about Fred or his family. Fred has a new baby brother who is 2 months old.</b>	

Check to make sure you report is clear now – and will also be clear to someone else reading it next year

**PLEASE PASS THIS FORM TO YOUR DESIGNATED PERSON FOR CHILD PROTECTION**  
**(Designated person to complete Part 2 overleaf)**

PART 2: for use by Designated Person (DP) - or in their absence, another senior member of staff.

Time & date information received by DP, and from whom	<b>10.00 am on 01/10/13 From Sue Smith</b>
Any advice sought by DP (date, time, name, role, organisation & advice given)	<b>None sought</b>
Action taken (referral to children's services on Safeguarding Hub number/ Single Point of Contact Form Completed and sent/ monitoring advice given to appropriate staff/ Early help Assessment etc) If decision not to refer, justify reason. Note time, date, names, who information shared with and when etc.	<b>Internal action only  I requested that Sue talks to Fred's mother and informs her of what he said today. I requested that any further incidents are also logged and shared with me.</b>
Parent's informed  <u>Yes</u> / No  and reasons	<b>Sue Smith talked to Fred's mother when she collected him at lunchtime today. Fred mother stated that there were three different types of cereal available for Fred to eat at home but he was refusing to eat any of them as he wants the "one from the telly with the plastic dinosaurs inside". Fred's mother said that she has told Fred she will buy him this when all of the other cereal is gone – shopping is harder at the moment with a new baby.</b>
Where can additional information regarding child/ incident be found? (e.g. pupil file, serious incident book)	<b>Usual Developmental records.</b>
<b>Signed</b>	<i>Kate Means</i>
<b>Printed Name</b>	<b>Kate Means</b>
<b>Date</b>	<b>01/10/13</b>
<b>For completion in the future</b> Outcome Record names of individuals/agencies who have given you information regarding outcome of any referral (if made)	<b>N/A</b>