



Band Tref Pontardulais Pontardulais Town Band



Child Protection Expression of Concern Form

This form should be completed when there is cause for concern and given to your Designated Safeguarding Lead as soon as possible.

Name:
Date of Birth:

Full Name:

Do these concerns relate to a specific incident/disclosure? If YES complete Section A; If NO, omit section A and move straight to Section B

Date and time of incident/disclosure:
Location of incident/disclosure:
Date this form was completed:
Other persons present:

Details of concern/disclosure/incident:
(What was said, observed, reported)

Action taken:
(What did you do following the incident/disclosure/concern?)

Any other relevant information:

Signed:

Date:

For completion by the Designated Safeguarding Lead (DSL):

Action taken by DSL:

Rationale for decision making/actions taken:

Outcome of action taken by DSL:

Follow up action by DSL:

Feedback given to person reporting the concerns:

Signed by DSL:

Full Name:

Date:

Checklist for DSL:

- ✓ Concern described in sufficient detail?
- ✓ Distinguished between fact, opinion and hearsay?
- ✓ Child's own words used? (Swear words, insults or intimate vocabulary should be written down verbatim)
- ✓ Jargon free?
- ✓ Free from discrimination/stereotyping or assumptions?
- ✓ Concern recorded and passed to DSL in a timely manner?