



## Safeguarding Concern Form

*This form should be used when a pupil or parent/carer discloses to any member of staff or volunteer that they or another pupil is suffering from, or is at risk of, abuse (defined as 'significant harm'). Please refer to the guidance overleaf before proceeding, and when completed, pass the form immediately to the Designated Safeguarding Lead or their Deputy. If you are a member of staff and you have access to CPOMS then please record your concern via that platform.*

### 1. Name of person reporting concern:

Name:	
Address:	
Phone number:	
Signature:	Time and Date:

### 2. The Pupil

Name:	
Year/Class:	

**3.The issue** (Record of conversation - use continuation sheet if necessary):

- Record what was said by the pupil and by you
- Include as much detail as you can about any perpetrator
- Use the exact words and phrases used by the pupil
- Clearly distinguish between fact, observation, allegation and opinion
- Note the non-verbal behaviour and the key words in the language used by the pupil

**Do's and Don'ts during a disclosure**

**Do:**

- **Allow the pace of the conversation to be dictated by the pupil**
- **Ask neutral questions which encourage the pupil to talk such as "can you tell me what happened?"**
- **Accept what the pupil says and do not ask for further detail**
- **Acknowledge how hard it was for them to tell you**
- **Reassure the pupil that they have done the right thing**
- **Explain whom you will have to tell (the Designated Safeguarding Lead) and why**

**Don't**

- **Burden the pupil with guilt by asking questions such as "why didn't you tell me before?"**
- **Interrogate or pressure the pupil to provide information**
- **Do not ask leading questions which could compromise case evidence**
- **Ask any questions that start with the words, how, what, when, where and why**
- **Criticise any perpetrator**
- **Promise confidentiality or make promises that you cannot keep such as "it will be alright now"**

Important to use TED-Tell me, Explain to me, Describe to me