

## Appendix H

### Cause for Concern Reporting Form

Logging a concern about a young person's safety or welfare

Part 1 (for use by any Regent Guardians staff)

Young person's name:	Date of Birth:
Date & time of incident:	Date & time of writing:
Name..... (print) Signature..... Job title.....	
Record the following factually: What are you worried about? Who? What (if recording a verbal disclosure by a young person use their words)? Where? When (date and time of incident)? Any witnesses?	
What is the young person's account/perspective?	
Professional opinion where relevant	
Any other relevant information (distinguish between fact and opinion). Previous concerns etc.	
What needs to happen? Note actions, including names of anyone to whom your information was passed and when	

Check to make sure your report is clear to someone else reading it  
 Please pass this form to your Designated Safeguarding Lead (Jenny Chan)

Website: [www.regentguardians.com](http://www.regentguardians.com) Email: [info@regentguardians.com](mailto:info@regentguardians.com) Tel: +44 (0)1823 428793 or M: +44 (0) 7799 819787

Child Protection and Safeguarding Policy – Regent Guardians  
 Updated May 2024; to be reviewed April 2025

Time & date passed to DSL .....

**Part 2 (for use by DSL)**

<b><u>Time and date</u> information received, and <u>from whom</u>:</b>	
<b>Any <u>advice sought</u> – if required (date, time, name, role, organisation and advice given):</b>	
<b><u>Action taken</u> (referral to children’s social care/monitoring advice given to appropriate staff/CAF etc.) with reasons:  Note time, date, names, who information shared with and when etc:</b>	
<b><u>Parents informed?</u> Y/N and reasons:</b>	
<b><u>Outcome</u> Record names of individuals/agencies who have given information regarding outcome of any referral (if made):</b>	
<b>Where can <u>additional</u> <u>information</u> regarding child/incident be found (e.g. pupil file?):</b>	
<b>Should a <u>concern/</u> <u>confidential file</u> be commenced if there is not already one? Why?</b>	
<b>Signed:</b>	
<b>Printed Name:</b>	

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