# Details of Child and Parents Carers

This form should be used in conjunction with the procedure for dealing with concerns about a child.

Reporting Concerns About A Child

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| Name of Child: |  |  |
| M/F: | Age: | D.O.B: |
| Ethnicity: | Language: | Additional Needs |
| Name(s) of parent(s)/carer(s): |  |  |
| Child's home address and address(es) of parents (if different from child's): |  |  |

## Your Details

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| Your Name: | Your Position | Date & Time of Incident (if applicable) |



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| Are you reporting your own concerns or the of someone else? If the concerns came from someone else, how did you become aware of them? |
| If someone else, please give their name, and the nature of their relationship to the child: |

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| Please give details about the name of the incident/concern (*any details you have, incl. time, date, location, who else was present, observations that led to concern, injuries, behaviour of child and others - especially observed changes in behaviour, first incident or pattern, anything else of relevance:*  *Please continue on a separate sheet if necessary* |
| Please give any details about how the child described this incident/concern (*please use the child's own words if you know them)*:  *Please continue on a separate sheet if necessary* |
| Details of anyone alleged to have caused the incident or be the source(s) of concern: |
| Details of anyone who observed the incident or shares the concern: |
| **PLEASE NOTE: concerns should be discussed with the family unless:**  **- a family member is the cause of the concern**  **- someone may be put in danger if the family is told**  **- telling the family may interfere in a criminal investigation**  **If any of these apply, please contact the Local Authority Children's Services Dept first.**  If you have discussed the concerns with the family, please record their reaction here: |
| Are you aware of any previous incidents or concerns, which may aid the understanding of this present concern: |
| Please give details of who else you have discussed this with in the church, and/or Diocese: |

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| Details of referral with Local Authority Children's Services: |
| What has happened since the above referral? (*please note: you may not be made aware of actions taken by the local authority)*: |
| What actions have your church taken since the referral? (*Eg pastoral care, etc)*: |

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| Signed: | Position: | Dated: |
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