

Possible Concern Form

Name of Child/Young Person/Adult: _____

Date: _____ Time: _____ Place: _____

Persons Present: _____

How was the concern or allegation received: _____
e.g. by telephone, face-to-face conversation, letter, etc.

Name of Referrer: _____

Notes:

Where it is not appropriate to take notes at the time (usually it will not be), make a written record as soon as possible afterwards or before the end of the day.

- Write account in detail as soon as possible.
- Record details of information provided to that person as well as the information received
- Do not destroy your original notes in case they are required by the DSA or the statutory authorities.
- Record the date, time, place, words used and how they appeared to you.
- Record the **actual words** used, including any swear words or slang.
- Record **facts** and **observable things**, not your interpretations or assumptions. Don't speculate or jump to conclusions.
- Always **sign** and **date** the record

Report of Situation of Concern

Signed:

Date: