

Appendix 1 South Lee School Logging a Concern form for safeguarding concerns

(Must be hand-written)

Name of student/ person making the disclosure or that you are concerned about	Childs date of birth	Tutor Group/ Form/Class	Your name (and position in school)

Nature of Concern/Disclosure

(Remember to only record fact DO NOT add your own opinion)

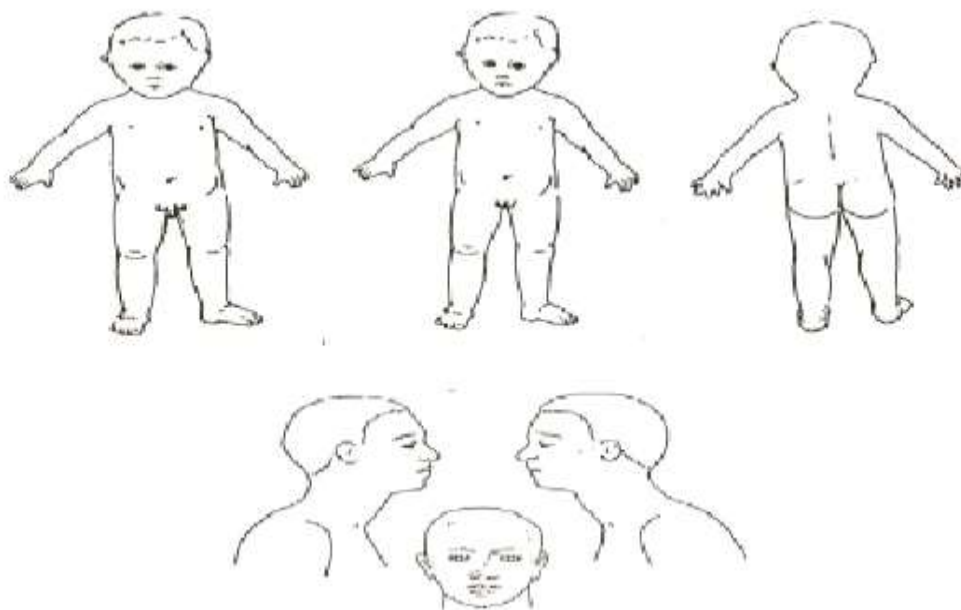
Was there an injury?	Yes	No	Did you see it?	Yes	No
Describe the injury:					
Have you filled in a body plan to show where the injury is and its approximate size?	Yes	No			
Was anyone else with you?	Yes	No	Who?		
Where were you?					
Has this happened before?	Yes	No			
Did you report the previous incident?	Yes	No	To Whom?	Date:	
Is the safeguarding concern enabled or dependant on the internet	Yes*	No			
*If yes, discuss this with your e-safety Lead, follow the e-safety reporting flow chart and ensure that this is recorded on the e-safety Lead's log.					
Who are you passing this information on to?	DSL	Senior Leader	LADO	Police	Customer First
Please give details including their name and contact number:					
Name:	Time:			Date:	

Your Signature:		Date:
Print Name:		
For use by DSL only: Summary of Action Taken:		Date and Time received:
Referred to:	Recorded on log Ye <input type="checkbox"/> Nd <input type="checkbox"/> Log ref number:	Date and time completed :

Appendix 2

NB Staff should not examine a child, but may use this form for recording any observations made within the normal school routine.

Example body map: Age 5 and under



Example body map: Age 5 and over

