**Warwick Music Ltd: Child Protection Expression of Concern Form**

This form should be completed when there is cause for concern and given to your Designated Safeguarding Lead (Steven Greenall) as soon as possible.

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| Details of Pupil: |

Child’s Name:

Child’s Date of Birth:

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| Details of the person reporting concerns: |

Full Name:

Post:

Do these concerns relate to a specific incident/disclosure? If YES complete Section A; If NO, omit section A and move straight to Section B

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| Section A: |

Date and time of incident/disclosure:

Location of incident/disclosure:

Date this form was completed:

Other persons present:

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| Section B: |

Details of concern/disclosure/incident:

(What was said, observed, reported)

Action taken:

(What did you do following the incident/disclosure/concern?)

Any other relevant information:

Signed: Date:

**For completion by the Designated Safeguarding Lead (DSL):**

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| DSL Response: |

Action taken by DSL:

Rationale for decision making/actions taken:

Outcome of action taken by DSL:

Follow up action by DSL:

Feedback given to person reporting the concerns:

Signed by DSL: Date:

Full Name:

Checklist for DSL:

✓Concern described in sufficient detail?

✓Distinguished between fact, opinion and hearsay?

✓Child’s own words used? (Swear words, insults or intimate vocabulary should be written down verbatim)

✓Jargon free?

✓Free from discrimination/stereotyping or assumptions?

✓Concern recorded and passed to DSL in a timely manner?