

Policy – Logging a Concern

Before logging a concern

If you have a concern regarding a child or young person and would like to discuss it further, you should consult the designated safeguarding officer.

Designated Child Protection Staff

Name	Elizabeth Tillett
Job Title	Student Wellbeing & Engagement Co-Ordinator
Location	Green House Farm
Contact Number	X 2989
Email	Elizabeth.Tillett@marshallcentre.com

Name	Nicola Turner
Job Title	Learning Facilitator
Location	Green House Farm
Contact Number	X 2826
Email	Nicola.Turner@marshallcentre.com

Please complete clearly

This form will be stored for confidentiality.

Personal Details	
Name	
Job Title	
Clock Number	
Date Completed	
Department	

Young Person's Details			
Name			
Age		Date of Birth	
Clock Number			
Gender			
Address			
Disability/Medical Condition			
Ethnic Origin			
Mobile Number		Telephone Number	
Mentor			
Any other names the young person or family members may be known by			

Young Person's Details	
Family Structure including significant people in the young person's life (siblings)	
Record any history of contact you have had previously with the young person's family (if any)	
Do you know if the young person has any family members working at Marshall?	
Do you know if any other agencies are involved with the family? (social care, young offending)	YES / NO
If yes, please give detail	
Details of the Concern / Disclosure (to be written as soon as possible after meeting)	
Date	Time
Location	
Context (e.g during tutorial, review meeting or work place assessment)	
Describe why you are concerned about this person (record actual words spoken by the young person where possible)	

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To your knowledge, have there been any significant changes in the young person's behaviour or presentation?

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Describe any action you took at the time (e.g. *what did you say to the young person? Did you inform a Designated Safeguarding Officer?*)

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Any other relevant information

Is there anything else you feel you should record (e.g. previous concerns/bullying/welfare concerns)

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Date		Signed	
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Action taken by Designated Officer

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Was any other organisation / agency informed?

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Date		Name	
Signed			