



Internal Concerns Referral Sheet

(Please refer to the information on the back of this sheet before completing this form.)

Child's Name:		Date of Birth:	
Parent/Carers Name(s):		Date:	Time:
Details of Concern:			
Action Taken by You:			
Staff Signature:		Date:	
Staff Name (please print):			
NOW HAND TO THE DESIGNATED PERSON FOR SAFEGUARDING			
Action taken by Designated Safeguarding Lead (DSL):			
Signature of DSL:		Date:	
Name of DSL (please print):			

Dealing with a disclosure

- Know who to report your concerns to:
 - Designated Safeguarding Lead (DSL) – Lorna Trudgeon
 - Deputy Designated Safeguarding Leads (DDSL) – Briony Sedgeman and Juliette George
 - Designated Safeguarding Lead (DSL) on Committee – Mark Fletcher
- DO NOT investigate an allegation yourself – it may interfere with child protection and / or criminal investigations
- Communicate with the child in a way that is appropriate to their age, understanding and preference, e.g. children with SEN
- Record your concerns – what the child said (use their words wherever possible / differentiate between fact and opinion)

T.E.D

- **T**ell me... (e.g. what happened)
- **E**xplain to me... (e.g. what you mean)
 - **D**escribe... (e.g. what went on)