



SAFEGUARDING - CAUSE FOR CONCERN/CRITICAL INCIDENT/ DISCLOSURE FORM

Guidance notes for Part 1:

Following are some helpful pointers in completing the above form:

1. NAYC/ACUK Ltd is required to ensure that its duty of care towards its staff and guests is carried out in line with the principles enshrined within the Working together to safeguard children and young people, 2018 and the Care Act, 2014 as well as its Safeguarding Policy.
2. Essential principles of recording the information received/disclosed/observed:
 - a. This form should be filled in as soon as possible after the incident or disclosure
 - b. Remember: do not investigate or ask any leading questions
 - c. be clear and factual in your recording of the incident or disclosure
 - d. avoid giving your opinion or feelings on the matter
 - e. aim to record using the **4 W's and 1 H: When, where, what, why and how**
 - f. do not share this information with anyone else except your manager and safeguarding lead in the first instance and they will advise on who else will need to be informed, how and when.
 - g. make use of the additional information section to add any other relevant information that you may be aware of. This can include any observations.
3. **What constitutes a safeguarding concern?** – any incident that has caused or likely to cause significant harm to a child can be classed as a safeguarding concern. Abuse is classified under four different categories (with regards to children) as already stated within the safeguarding policy (physical, sexual, emotional, neglect). With regards to adults there are 6 further categorisations.
4. **Why is the view of the child/adult significant?** It is important to give whatever detail is available of the child explanation (or verbatim) of the matter to help ascertain if it is plausible and to help offer a context to the concern identified.
5. **Passing information to the Safeguarding Lead** – your Safeguarding Lead holds ultimate responsibility in responding to any safeguarding concerns within the Organisation and therefore it is important they have oversight of the actions taken and will make relevant and appropriate contact with statutory agencies if required. They will remain the most appropriate link between the organisation and external agencies.



Part 1: Record of concern about a child/adult's safety and welfare

(For use by any staff– this form can be filled in electronically. If the form is handwritten care should be taken to ensure that the form is legible)

Child's name and group name (subject of concern):	Date of birth/age: Child:	Address:
Date & time of incident:	Date & time (of writing):	
Your Name (print): Role/Job title:		
Signature:		
Record the following factually: Nature of concern, e.g. disclosure, change in behaviour, demeanour, appearance, injury, witnesses etc. <i>(please include as much detail in this section as possible. Remember – the quality of your information will inform the level of intervention initiated. Attach additional sheets if necessary.)</i>		
How did the concern come to light?		
What is the child saying about what has happened?		
Any other relevant information. Previous concerns etc.		

Date and time of discussion with Safeguarding Lead:

Check to make sure your report is clear to someone else reading it.

Please pass this form to your Safeguarding Lead without delay



Part 2: Record of concern about a child/adult's safety and welfare

(For use by Safeguarding Lead - This form can be filled in electronically. If the form is handwritten care should be taken to ensure that the form is legible)

Cause for concern/critical incident/disclosure form received:	Date:	Time completed:	From whom:
Any advice sought , if applicable	Date:	Time completed:	Source of advice: name/organisation:
	Advice received:		
Initial Assessment of concern following advice			
Action taken with reasons recorded (e.g. Referral completed, monitoring advice given to appropriate staff)	Date:	Time completed:	By whom:
	Referral		To whom



Who has been informed?	Y	Who spoken to:	Date:	Time:	By whom:
	N	Detail reason:			
Any other relevant information and actions taken.					
Name of Safeguarding Lead:			Signature:		

Once the form is completed, pass onto the Designated Safeguarding Lead for the Organisation who will file it securely and update the Critical Incident Database.

Safeguarding Lead: If you feel at all out of your depth, if you want further advice and support, or there is an emergency, you can reach out to:

1. **Thirtyone Eight – 0303 003 1111 (9am to 5pm Monday to Friday)**
2. **999** - Call the police if there's an emergency/ **101** – non-emergency/advice
3. **The Social Services** - Type your postcode in here to be directed to your local social services website - <https://www.gov.uk/find-local-council>.
5. **Childline** - Call 0800 1111
6. **NSPCC** - Call 0808 800 5000 / email help@nspcc.org.uk.