

**CONFIDENTIAL**

**Report of concerns relating to Child Protection**

Please complete this information as soon as possible after the concern has been noted (at least within 24hrs). The Designated Safeguarding Officer will deal with this matter in complete confidence.

**Section 1 (to be completed by the individual who had the concern, or to whom the disclosure was made)**

Name of person making this report:

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Date and time of incident:

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Name of child (if known): ..... Age of child (if known):

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Nature of the concern:

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Please note anything the child said:

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What did you observe that gave you cause for concern?

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Founders: David Gordon CBE K.StJ and June Gordon CBE DL FRCM FRSAMD FRSE

Royal Patron: HRH The Prince Edward, Earl of Wessex KG GCVO ADC

Patrons: Joanna, the Marchioness of Aberdeen & Temair, Dr Neil Mackie CBE FRSAMD FRCM,

Patricia MacMahon D Mus(Hons) FRSAMD ARCM LRAM, Dr Lisa A Milne MBE

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What was the name of the adult involved in the incident?

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Signed: .....

Date:

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**Section 2 (to be completed by DSO or deputy)**

Name of child: ..... Age of child: ..... Date of

Birth:.....

Family information (names, addresses, phone numbers of parents where available):

Signed: ..... DSO/Deputy DSO Date:

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If the matter is then passed on to a statutory agency, this written information should be forwarded following any telephone contact with them. Please store this information securely and confidentially.