



STOPSLEY BAPTIST CHURCH SAFEGUARDING CHILDREN

▪ RECORDING FORM ▪ REFERRALS TO DPS OR SOCIAL SERVICES ▪

VERY IMPORTANT: If you consider the concern to be of an urgent nature, action should be taken immediately and this recording form completed afterwards

Child's Name		Date of Concern	
Your Name		Your Job Title	

1. **Concern:**
Describe the event or observation (see reverse for body map) if the child has made a disclosure, record that the child said, using his/her own words on a piece of paper and attach to this form.

2. **Impact:** Is there any identifiable impact on the child, i.e. their physical or emotional wellbeing?

3. **Now take this form to the Designated Senior Member of Staff for Child Protection or a Member of the Safeguarding Board.**

4. **Discuss the concern with the Designated Person and agree what actions to take.**

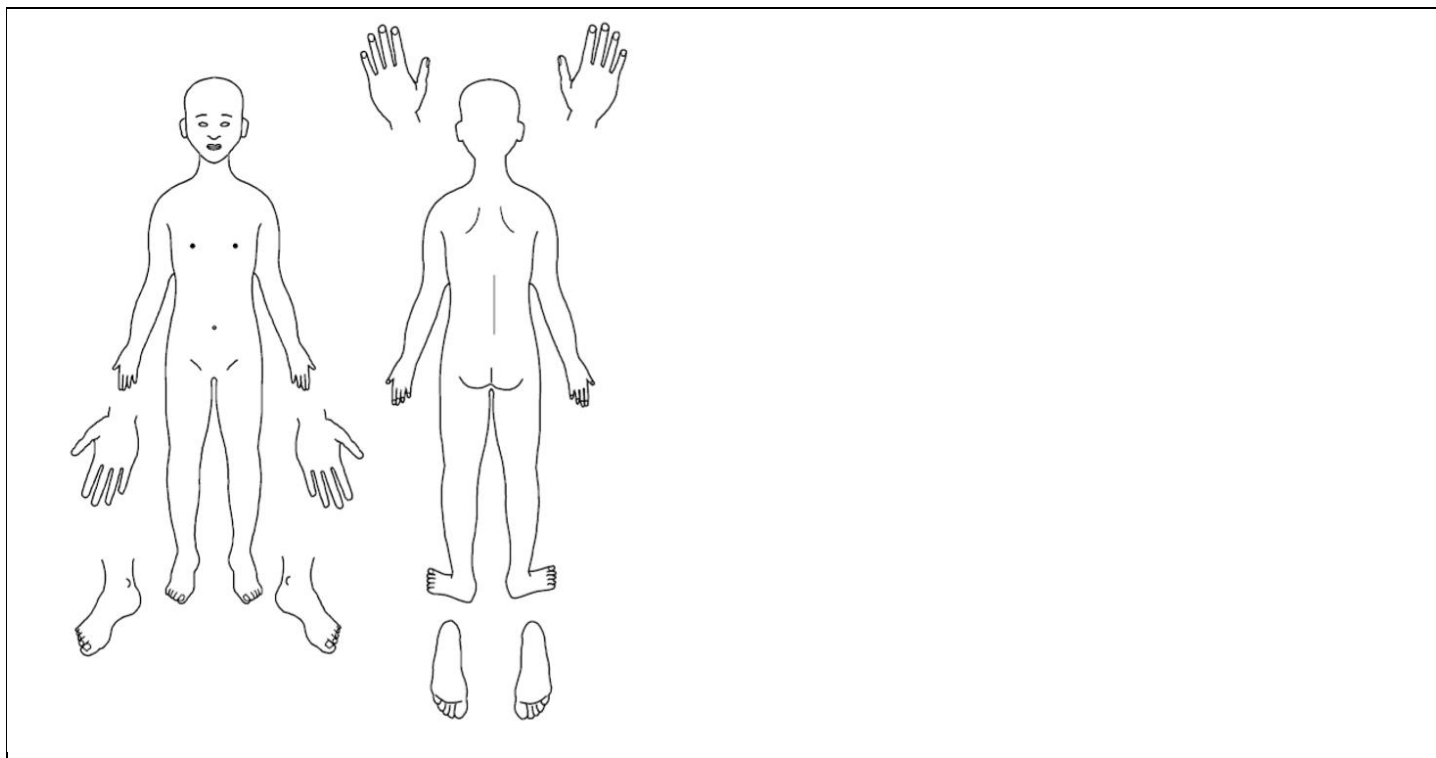
They will keep this form on file and add a brief summary of the Concern, Impact and...

5. **Agree when and how the actions will be reviewed:**

Today's date (If different from above):	
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Body Map

If concern is about a mark or injury, circle area of body where marks appear (body map), use box 1 overleaf to describe the mark. **In this type of event, seek advice immediately.**



For Designated Person Use ONLY

**When the actions have been completed and reviewed,
make a note of the outcome here:**

A company limited by guarantee, registered in England and Wales

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Registered Office – Stopsley Baptist Church, St. Thomas' Road, Luton, LU2 7XP