

**Notes and Information - that may be useful if referring a safeguarding concern**

Further information may be requested by the Starting Point team and in line with the Procedures set out by the Derby and Derbyshire Safeguarding Partnership. (Also see chronology template appendix 5)

1.Name of child	
2 Date of birth of child	
3. Child's address(es)	
4. Name of parent/carer(s)	
5. Phone numbers of parent/carer(s)	
6. What is the concern – include if relevant when and where the incident occurred, what was seen or heard and by whom?  Date of incident	
7. Was the child able to say what had happened? If so, how did <u>they</u> describe it (write down all the conversation - always use their words and no leading questions)	
8. Who else, if anyone, was involved and how?	

<p>9. Were there any obvious signs e.g. bruising, bleeding, changes of behaviour?</p>	
<p>10. Are the parents/carer aware of the concern/incident and the referral being made to safeguarding?</p>	
<p>11. Are there any concerns about the immediate safety of the child or a reason not to discuss these concerns with the parents?</p>	
<p>12. Actions taken and reasons – including dates and who this was reported to.</p>	
<p>13. Is the child known to any other services? – i.e. child protection plan in place or child in care – if so contact social care</p>	
<p>14. Date reported to starting point and record advice</p> <p>Record on chronology (appendix 6)</p>	