

**034 Child protection policy and safeguarding procedures Appendix 4**

Date and time of incident/disclosure	
Date and time of report	
Name of person to whom the incident was reported	
Position held in pre-school	
Contact details	
Name of person making the report	
Position held in pre-school	
Contact details	
Name of child	Date of birth of child/Age of child
Special needs of child	
Child and family's ethnic origin	Child and family's main language
Details of parent/carer(s)	
Details of any sibling(s)	
Home address and contact number(s)	
Current address for child if different to above	
Is the child known to any other services – child protection plan in place or child in care – contact social care	

Grindleford and Eyam Playgoup

What is the concern – include if relevant when and where the incident occurred, what was seen or heard and by whom, are there any obvious signs e.g. bruising, bleeding or changes of behaviour

Was the child able to say what had happened? If so, how did they describe it (write down all the conversation – always use the child’s words and no leading questions)

Are there any concerns about the immediate safety of the child or a reason not to discuss these concerns with parents?

Are the parents aware of the concern/incident and the referral?

Actions taken and reasons – including dates and who this was reported to

Date reported to Starting Point (start completing Chronology of events form)

Record any advice given

Signature

Date