



Reporting concerns about a child/person's safety/welfare or they disclose abuse

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Girls' Brigade, Cliff College, Calver, Hope Valley, Derbyshire, S32 3XG
Tel: **01246 582322** | Email: gbco@gb-ministries.org | Web: www.gb-ministries.org
GB Ministries is the operating name of The Girls' Brigade England & Wales; a company limited by guarantee (No.206877) and a registered charity (No.206655).

Record details of the concerns using this template and, once the matter is concluded, file it safely. Keep the records indefinitely in line with GBM's data protection policy.

Details of child and parents/carers:

Name of child:

Gender: Age: Date of birth:

Ethnicity: Language:

Additional needs:

Name(s) of parent(s)/carer(s):

Child's home address and address(es) of parents (if different from child's):

Your details:

Your name:

Your position:

Date of incident (if applicable): Time of incident (if applicable):

Are you reporting your own concerns or responding to concerns raised by someone else? (cross as appropriate)

Reporting own concerns Responding to concerns raised by someone else

If you are responding to concerns raised by someone else, please provide their name and position within the club/organisation/group:

Please provide details of the incident or concerns you have, including times, dates, description of any injuries, whether information is first hand or the accounts of others, including any other relevant details:

The child's account/perspective:



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Please provide details of anyone alleged to have caused the incident or to be the source of any concerns:

Provide details of anyone who has witnessed the incident or who shares the concerns:

Please note: concerns should be discussed with the family **unless**:

- The view is that a family member might be responsible for abusing the child
- Someone may be put in danger by the parents being informed
- Informing the family might interfere with a criminal investigation.

If any of these circumstances apply, consult with the local authority children's social care department to decide whether or not discussions with the family should take place.

Have you spoken to the child's parents/carers? YES NO

If so, please provide details of what was said. If not, please state the reason for this.

Are you aware of any previous incidents or concerns relating to this child and of any current risk management plan/support plan? YES NO

If so, please provide details:

Summary of discussion with team leader:

Has the situation been discussed with the named person for child protection? YES NO

If so, please summarise the discussion:

After discussion with the team leader and named person, do you still have child protection concerns? YES NO

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Have you informed the statutory child protection authorities?

Police: YES NO

Date:

Time:

Name of person spoken to:

Phone number of person spoken to:

Local authority children's social care: YES NO

Date:

Time:

Name of person spoken to:

Phone number of person spoken to:

GBM's Support Centre: YES NO

Date:

Time:

Name of person spoken to:

Phone number of person spoken to:

Action agreed with child protection authorities:

What has happened since referring to statutory agency(ies)? Include the date and nature of feedback from referral, outcome and relevant dates:

If the concerns are not about child protection, details of any further steps taken to provide support to child and family, and any other agencies involved:



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To be signed, as appropriate, by all those who have had input into this form.

Name:

Position:

Date:

Time:

Signed:

Name:

Position:

Date:

Time:

Signed:

Name:

Position:

Date:

Time:

Signed:

Name:

Position:

Date:

Time:

Signed:

Name:

Position:

Date:

Time:

Signed: