



Thank you for reporting your concerns to the safeguarding team; we are grateful to you for taking the safety and welfare of our pupils seriously. Please fill in the below form, including as much detail as you can, and return it directly to the Headteacher (DSL) or a Deputy DSL. Please refrain from discussing this concern with anyone other than the Headteacher (DSL) until the matter has been dealt with. We ask that you keep all details confidential, including the name of the staff member to whom the concern pertains.

Your details	
Name (optional)	
Role	
Date and time of completing this form	
Details of individual whom the concern is about	
Name	
Role	
Relationship to the individual reporting the concern, e.g. manager, colleague	
Details of concern	
<p>Please include as much detail as possible. Think about the following: What behaviour and/or incident are you reporting? What exactly happened? Why does the behaviour and/or incident worry you? Why do you believe the behaviour and/or incident is not consistent with our Staff Code of Conduct?</p>	
Details of any children or young people involved	
Name(s)	
Do you believe there is a risk of harm to the above children or young people, either now or in the future, as a result of the individual's behaviour? Explain your answer.	

Next steps	
What would you like to see happen in response to your concern?	
Please state any other information that you believe is relevant to the processing of this concern.	
Signature	
For use by Headteacher (DSL) or DDSL upon receipt of concern	
Date and time concern received	
Signature of DSL or Deputy DSL	
Investigation Notes:	
Actions to be taken (e.g. no action/reclassification as allegation meeting the harms threshold.)	
Record of any discussion with the LADO:	
Final outcome including any retraining completed:	