

Child Safeguarding Record Sheet.

Child Protection Record Sheet

*This form should only be filled in with information **already** known, be careful not to ask leading questions. Fill in factually. It should only be used by people in the voluntary and community sector who would not fill in a CAF (Common Assessment Framework) form. It should be filled out asap, on the same day and stored in a secure place until forwarded to the appropriate agency.*

Name of the Child (including any names known)	
Date of Birth	
Address	
Name of Parent or Carer and contact details	
Any special needs known; including medical/disability/language/etc.	
Nature of concern	
Name and details of any other children in family	
Name and details of any other significant adults in family	
Action Taken	Detail here agency contacted, who spoken to and any timescales/actions given

Lead or deputy person's action and reason for taking it OR Why no action has been taken	Time & Date
Name of organisation, address and phone numbers/ e-mails:	
<p>To be completed by the concerned person</p> <p>Signature:</p> <p>Print Name:</p> <p>Job Title/Role:</p> <p>Date:</p>	
<p>To be completed by Lead/Deputy person for Safeguarding:</p> <p>Signature:</p> <p>Print Name:</p> <p>Job Title/Role:</p> <p>Date:</p>	