

## Logging a Concern

<b>Date and time of observation:</b>	<b>Time:</b>
<b>Name of Child:</b>	<b>Date of Birth:</b>
<b>Factual Information</b> <b>Who is involved? (child/parent/practitioner)</b>  <b>What happened?</b>  <b>Where did it take place?</b>  <b>What is the concern? (If recording a verbal disclosure by a child, use their words)</b> Please note: what you have heard /seen / been told / previous concerns. Use direct quotes, if relevant.  <b>Action taken:</b>	
<b>Body Map attached? YES/NO</b>	
<b>Name of the person whom you are passing this information onto?</b>	
<b>Your Name:</b>  <b>Job title:</b>  <b>Your Signature:</b>	