

## Form for reporting concerns about a child Abergavenny Orchestral Society

### 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 (if applicable): | Date and time of incident (if applicable): |
|------------|--------------------------------|--|

## Report

Are you reporting your own concerns or responding to concerns raised by someone else? (delete 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 (if applicable) within Abergavenny Orchestral Society:

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 (please continue on a clearly labelled separate sheet if necessary):

The child's account/perspective (please continue on a clearly labelled separate sheet if necessary):

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

Please 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? If so, please provide details of what was said (please continue on a clearly labelled separate sheet if necessary). 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? If so, please provide details (please continue on a clearly labelled separate sheet if necessary):

Summary of discussion with Designated Safeguarding Lead (DSL) and/or the Chairman (delete as appropriate) (please continue on a clearly labelled separate sheet if necessary):

After discussion with the Chairman and DSL, do you still have child protection concerns?

Yes/No

Have you informed the statutory child protection authorities?

Police: Yes/No

Date and time:

Name and phone number of person spoken to:

Local authority children's social care: Yes/No

Date and time:

Name and 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 (please continue on a clearly labelled separate sheet if necessary):

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:

| <b>Signed</b><br>Please print name clearly | <b>Date and time</b> | <b>Position</b> |
|--|----------------------|-----------------|
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