

## THE COTSWOLD PLAYERS

### Pro-forma for recording concerns or allegations of abuse

Name of child/young person:
Address and telephone number:
Name of parents/guardians:
Any special circumstances relating to the child (eg special requirements, health and welfare issues):
What is the nature of your concern (eg allegation by a child)
If a child has alleged abuse, give the name of the person they spoke to and the time and place when this allegation was made
If a child has alleged abuse, record as quickly as possible what was said. This should be as accurate as possible and in the child's own words

If another adult has expressed concern about the safety of a child, record their concerns and ask them to confirm that the details are correct

Have any possible signs or indicators of abuse been identified? By whom?

If known, record the name(s) of the person(s) implicated in the abuse.

Record when the referral to the Young Persons' Officer was made

Note what action was taken about liaising with the child's parent/guardian.

**Signed** .....

**Name (please print)** .....

**Date** .....

**Signed (Young Persons' Officer)** .....

**Date** .....