

Windmill Primary and Nursery School  
**Safeguarding Concern Form**

*Please complete the first 3 boxes, number the report and file in the appropriate folder. Please record the report number in the bound Safeguarding Reports book.*

Pupil:.....	Date:.....	Time:.....
Staff Present:.....		
Details of concern:		
Signature of person reporting: .....		
Date: .....		

*Next section to be completed by designated safeguarding staff.*

Actions taken:	
Decision:	
Parent/Carer notified?: Yes / No	Children's Services referral?: Yes/No
Name of designated person:.....	
Signature of designated person:.....	Date:.....