



LUTON BOROUGH COUNCIL  
**SAFEGUARDING CHILDREN**  
**RECORDING FORM**

**VERY IMPORTANT: If you consider the concern to be of an urgent nature action should be taken immediately and this recording form completed afterwards.**

Child's name		Date of concern	
Your name		Job Title	

1

**Concern:**  
Describe the event or observation (see reverse for body map). If the child has made a disclosure, record what the child said, using his/her own words on a piece of paper and attach to this form.

2

**Impact:**  
Is there any identifiable impact on the child, i.e. their physical or emotional wellbeing?

3

Now, take this form to the Designated Senior Member of Staff for Child Protection

4

**Discuss the concern with the Designated Person and agree what actions to take.**  
**They will keep this form on file and add a brief summary of the concern, impact and planned actions to a chronology sheet.**

5

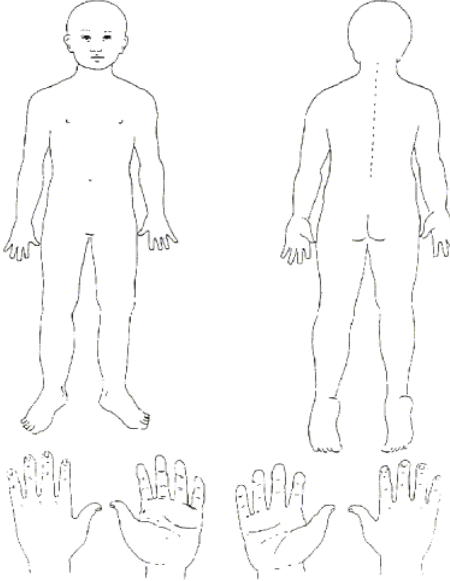
Agree when and how the actions will be reviewed

Today's Date (if different from above)	
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**PLEASE KEEP THIS FORM SAFE – DO NOT LEAVE IT FOR OTHERS TO SEE**

## Body Map

If concern is about a mark or injury, circle area of body where marks appear, use box 1 overleaf to describe the mark. In this event seek advice immediately.

 <p>The body map consists of four line drawings. On the left is a front view of a child's body. On the right is a back view of a child's body, with a vertical dashed line down the center of the back. Below these are two pairs of hands, one pair on the left and one pair on the right, showing the palms and fingers.</p>	<p>Notes</p>
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**For Designated Person Use Only**

When the actions have been completed and reviewed, make a note of the outcome here.

<p>Large empty rectangular area for recording the outcome of the actions.</p>
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