



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

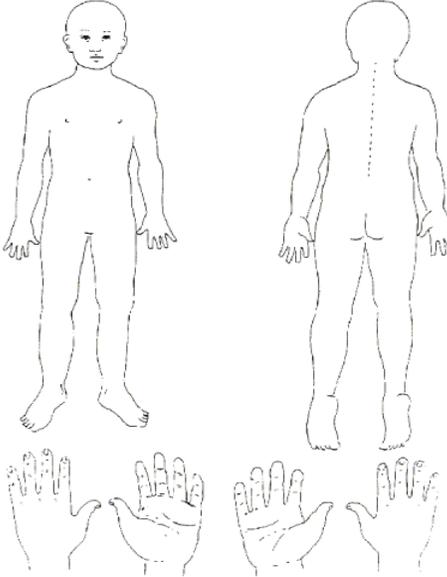
Agree when and how the actions will be reviewed

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 diagram 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 dashed line indicating the spine. Below these are two pairs of hands, one pair showing the palms and one pair showing the backs of the hands.</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>Blank area for recording the outcome of the actions.</p>
