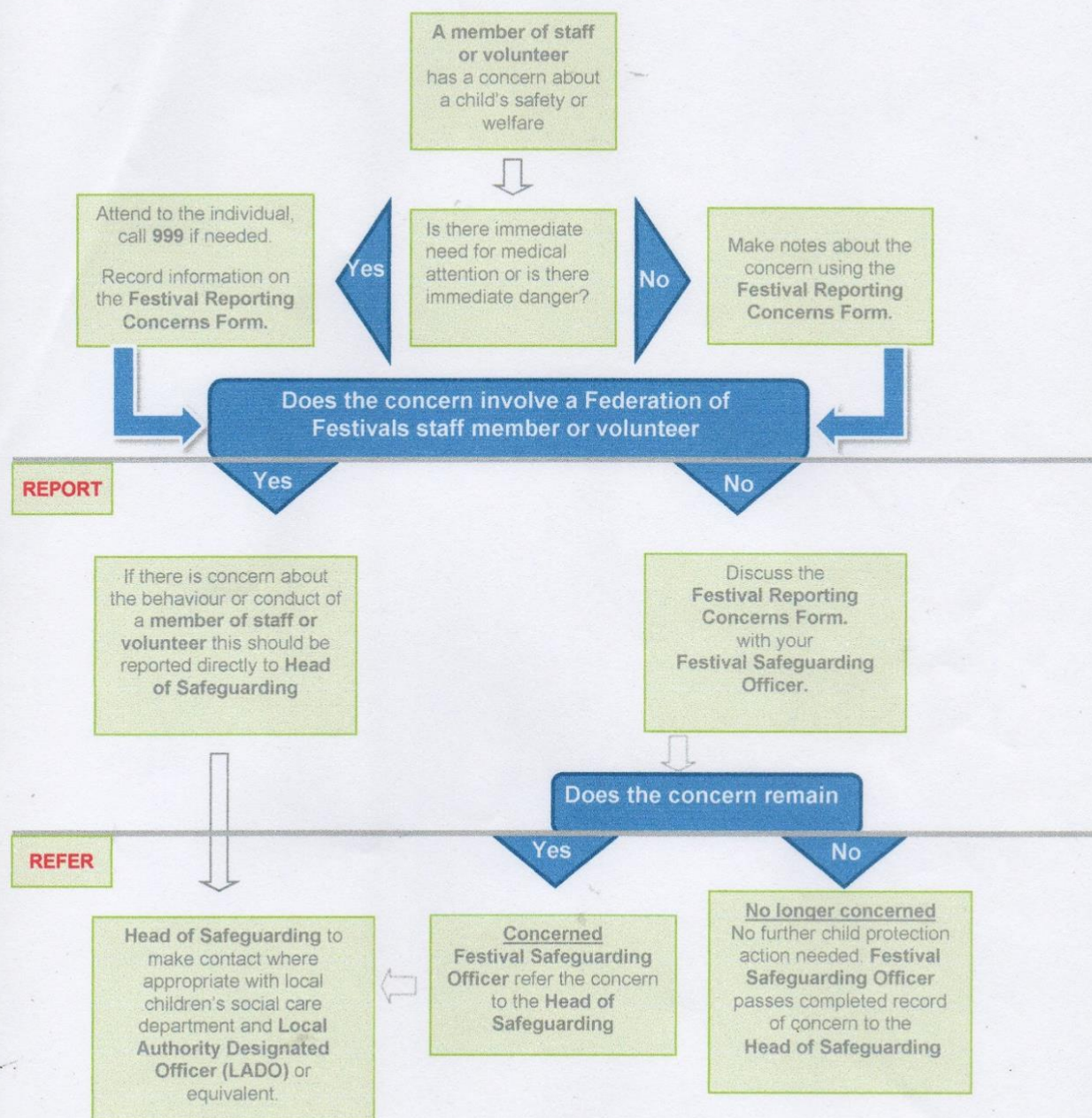


C. PROCEDURE FOR REPORTING CONCERN & FESTIVALS REPORTING CONCERNS FORM

What to do if you are worried about a child



Festival - Reporting Concerns Form

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 role at the Festival:	Date and time of incident (if applicable):
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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 role within the Festival	

Please provide details of the incident or concerns you have, including times, dates, description of any injuries, whether information is firsthand or the accounts of others, including any other relevant details:

The child's account/perspective:

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

Provide details of anyone who has witnessed the incident or who shares the concerns:

Summary of discussion with Festival Safeguarding Officer:

Has the situation been discussed with the Head of Safeguarding at the Federation? Yes/No (delete as appropriate)

If so, please summarise the discussion:

After discussion with the Festival Safeguarding Officer, do you still have child protection concerns?

Yes/No (delete as appropriate)

Has the Festival Safeguarding Officer / Head of Safeguarding 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:

Signed	Date and time	Name and position