



**Child Safety and Wellbeing Concern Sheet**



For completion by staff when they have a concern for a child's safety and wellbeing, in accordance with government, Aberdeenshire and school child protection policy and procedures.

The designated Child Protection Coordinator will consider concerns shared, responding and monitoring as appropriate.

**Part 1**

Name of Pupil:		Date of birth:	
School:		Year / Class:	
Name of Person Making this Record:		Role of person Making this Record:	
Date of Concern:		Time of Concern:	
Nature of concern, attach additional sheets if necessary			
Concern reported to (name and designation):			
<b>Part 2:</b>			
CPC to complete - Nature of concern made:	Child Protection		Wellbeing
CPC to complete - have previous records been made for this pupil? Please check back records.	Yes/No		
State which school staff (designation) and / or agency (s) info is shared with			
Time & date information shared			
Response Received From agency (s):	State which agency (s):		
Time & date response received:			
Action Taken			Confirmed



Details of pupil who the concern is about.  
 Details of the person who has the concern.  
 Date and time of concern



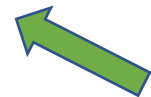
Details of the concern  
 Details of who the concern was reported to including name and designation



CPC to identify if concern is CP or Wellbeing and check previous CP records



State who relevant information is shared with and record time and date in row underneath



State who relevant information is received from and record time and date in row underneath



CPC to record any action taken and also record that the action was confirmed to have taken place. CPC to update LPN