**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):** |  |
| **Part 2:** |  |
| **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** |
|  |  |

Feb 2023