



## Cornwallis Academy Child Protection Disclosure of Information/Concern Form

This form is for printing off and recording a child protection concern, incident or conversation. Please seek advice and support from the Designated Safeguarding Leads if you are unclear as to how to proceed. Remember the golden rules – the child’s safety is paramount and do not make promises, particularly concerning confidentiality. In all cases please record information carefully and sensitively below and pass on to the relevant Designated Safeguarding Leads (see over sheet).

This Disclosure Form has been passed on to: \_\_\_\_\_

### Child or young person’s information

<b>Name of student about which disclosure/concern is being recorded</b>		<b>Form</b>	
<b>Is this information a disclosure or a concern – please tick</b>	Concern <input type="checkbox"/>	Disclosure <input type="checkbox"/>	
<b>Person making disclosure if not the named student above</b>			
<b>Date of disclosure/concern</b>		<b>Time</b>	
<b>Your name</b>			

### The Disclosure/Concern

Child’s own disclosure/disclosure from another source. Please describe facts and details commenting on body language and using disclosers own language as appropriate. Continue on additional sheet if necessary.

Concern – please detail concern using specific information and referring to dates and times of any incidents leading to make this referral.

**Cont ....**

**Action Taken (by who and description of outcome):**

**Signed:**

**Date:**

**Evidence references:**