Child Protection/Welfare Concern Notes

Volunteers can photocopy this to write on – or get staff to send you one to type on

Guide to support you in completing accurate file notes in relation to Child Protection/Welfare
Questions to help you record your concern(not every question may be relevant in every situation).

Name of young person:	
Name of Club /Project:	**County:**
Date:	

1. What did the young person tell you?
2. When were you told about this? Who told you? Where were you at the time? Was anyone else with you?
3. What have you noticed that concerns you?
4. Have you spoken to anyone else about this?
5. How did you respond to the situation?
6. How did you leave it with the young person?
7. Anything else you feel relevant.

Remember to be concrete and specific. In so far as possible use the exact words the person said. Do not interpret or analyse the situation. Stick to facts.