



DJSCHOOLUK

DJ SCHOOL UK SAFEGUARDING CHILDREN AND YOUNG PEOPLE CONCERN FORM

If you have any concerns in relation to the welfare or safeguarding of any individuals e.g. A young person who starts to behave in a different manner or becomes withdrawn, possibly alarm bells may be raised over a situation or a warning sign. As a worker or concerned adult you must complete a concern form including as much detail as possible.

Located in the DJ School UK Office, there is a locked cabinet specific to Safeguarding Children. All concerns/referral are to be stored centrally in order to eliminate duplicate concerns on independent sites. Any concerns must be reported to your Line Manager or the staff at DJSchoolUk within 24 hours. All Managers need to ensure that information is added and updated centrally within 48hours of the concern.

Date of Concern/Incident:	
Name of child/young person:	
Present Address:	
Post Code:	
Date Of Birth:	
Ethnicity:	
Gender:	

INFO@DJSCHOOLUK.ORG.UK 01134360248 WWW.DJSCHOOLUK.ORG.UK
UNIT G12, YORKSHIRE DANCE, 3 ST PETERS SQUARE, LEEDS LS9 8AH

School Name:	
Name of worker: (if appropriate)	

Known to Social Services Yes/No/Don't know

Other key names relevant to this concern e.g.: extended family, neighbour, friend etc.

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Parent/Guardian Name

Nature of concern (please add as much detail as possible about your concern including time and dates) highlight points where possible.

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Please tick as appropriate

Physical	Emotional	Sexual	Neglect	Multiple Concerns

Why are you concerned?

Keep your answers factual e.g. what you heard/saw/said /did?

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Did you speak to the child/young person please give details?

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Did you receive any information from other people or sources?

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At this present time how vulnerable do you think this child/young person is at risk?

(Please circle 0 being low risk and 5 being high risk).

Scale 0 1 2 3 4 5

Signed by Worker

Date of Concern



Actions	Review Actions	Date

Signed by staff member:

Signed by line manager.....

This section is to be completed by Managers only

Name of Manager.....

Date received

Action to be taken/agreed

Signed