

Safeguarding Concern Form



See our help guide:
Create a Safeguarding Concern Record

Student's name

Type and select the student's name. You can add multiple students.

Concern Title

Enter a short descriptive title for your Concern.

Date & Time

Set the date and time of your Concern. Default sets to the time of reporting the Concern.

Category

Choose up to three categories for your Concern.

Details

Enter a detailed account of your Concern, including what you heard, saw, did and said.

Attach files

Upload up to 10 files and supporting documents. Maximum file size is 40MB.

Create a Safeguarding Concern**Name of Student(s)**

Type the names of students who were involved in this Concern below. To trigger the search, type at least three characters into the search bar, e.g. 'Ada'. For searches with only two letters, type a space after the letters. The event will be recorded on each students' chronology.

[Add Siblings](#)
Concern Title

Enter a few words to describe what this concern is about e.g. 'Arrived at school with bruises to face'

Date of Concern
 Today, Apr 22, 2025
Time of Concern
 2 : 01 PM
Category of Concern
 Choose up to 3 categories below
Details of What Happened

Enter as much detail as you can, what you heard/saw/did/said. Try to give a factual account and not your opinion.

 Any informative details about the concern

[Attach Files](#)
Have you verbally informed a DSL?
☐ Yes ☐ No
Important Information (Optional)
☐ **Child Protection / Serious Safeguarding Concern**

Tick if you think this should be recorded as a more significant event

☐ **Physical Intervention**

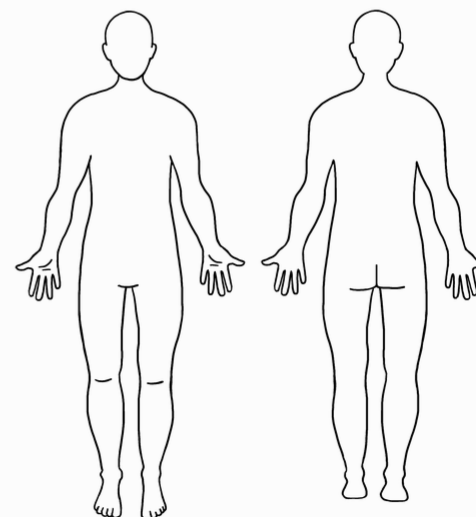
Tick if a physical intervention took place as part of this event.

☐ **Early Help Assessment Needed**

Tick if you think events or concerns warrant an Early Help Assessment to be completed.

Body Map (Optional)

If there are injuries present, click on the body map to indicate their location. You can add single or multiple injuries.


[Edit](#)
[Cancel](#)
[Submit](#)
DSL notice

Indicate if you've verbally informed your DSL. This is required for Teachers.

Important Information

Select an Important Information checkbox to help your DSL assess your Concern.

Body map

Select Edit to indicate the injuries or markings you observed on the student.

Submit the Concern

Select Submit to save your Concern. The new record will appear on the Dashboard.