

SAMPLE FORM FOR RECORDING OF CONCERNS

This form should be stored in a child safeguarding section of a secure filing cabinet, which is managed by the DLP and should be separate to other files.

Section Explanation

1	The full name of the service that the child attends
2	The full name of the appointed Designated Liaison Person in the service
3	The full name of the worker within the service that has raised the concern in relation to a child
4	Is the worker named a mandated person
5	Role of the worker
6	Full name of the child to whom the concern relates to
7	The date of birth of the child, to whom the concern relates to
8	A full, factual detailed description of the concern in relation to the named child named
9	Has the DLP spoken to the parent of child at the centre of the concern? If yes, what is their response?
10	If the DLP hasn't spoken to the parent/guardian, a comprehensive reason must be outlined
11	Has the DLP reviewed other 'Forms for Recording Concerns' to see if there are other concerns relating to this child?
12	Please outline the next steps in supporting this child and their family. Outline if the DLP sought Informal Consultation with Tusla and if a report will be made to Tusla based on concerns. If a report is not being made to Tusla please outline reasons why

CONCERNS FORM

1. Service Name
2. Name of DLP
3. Name of Worker with Concern
4. Is this worker a mandated person? (please tick relevant box) Yes No
5. Role of the worker
6. Child's name
7. Child's date of birth
8. Nature of the concern relating to the child

9. Has the DLP or other nominated person spoken to the child's parent/guardian about this concern? Yes No

10. If yes, what is the parents response?

If no – please record why the parent hasn't been informed about this concern

THIS SECTION IS TO BE COMPLETED BY THE DLP AFTER DISCUSSING THE INCIDENT WITH THE WORKER WITH THE CONCERN

11. Has the DLP reviewed previous Recording Concerns Forms to see if there are other concerns relating to this child or a sibling of this child? Yes No

12. What are the service's next steps in supporting the child/parent/family?