

**STOCKPORT GRAMMAR SCHOOL**

**SAFEGUARDING POLICY  
APPENDIX 2 – NOTE OF CONCERN**

Name of child	Class/group	Date:
Current % attendance		Time:
<p>Issue: Please record the details of the incident/issue you are concerned about. Include verbatim comments where possible. Please keep the account very factual. If you are reporting a potential incident of physical abuse remember to include a 'record of marks observed on a child'. Please use the "Skin Map" – Appendix 3.</p>		
<p>Signed: .....</p>		
<p>(Please continue on the back if necessary)</p>		
How did you become aware of the issue? please circle                      observation                      disclosure		
Reported to: (Designated Safeguarding Lead)	Date and time report completed:	
Outcome: Please include the outcome of discussions with parents/carers where this is appropriate		
Further action; please circle below		
No further action      continue to monitor      complete EHA      convene TAC      refer to social care/police		
Signed:	Date:	
	Time:	