

WYMONDHAM HIGH ACADEMY TRUST

Form for reporting Safeguarding concerns to Designated Safeguarding Lead

Staff, volunteers and regular visitors to Wymondham High Academy are required to complete this form immediately and pass to the relevant Head of House / Sixth Form Pastoral Lead or, if unavailable, to Reverend Andrew Slater, Designated Safeguarding Lead or, in his absence, Mr Boulton, Principal, or Mrs Dinwoodie, Director of Advanced Learning, or to any member of the Senior Leadership Team if they have a safeguarding concern about a child at the Academy. Notes of any disclosure made by a student should be attached, and this form should be signed and include the time and date of the disclosure.

Child's full name :	Date of birth:
	Tutor group:

Ethnic group: Gender: Year:

SEND FSM LAC CP

Please set out below details of where you were when the child made a disclosure, what you saw, anyone else who was present, what the child said or did and what you said. Please also include details of whom, if anyone, you have passed the information to.

Name Time: Date Position

Action taken by Designated Safeguarding Lead
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Name Time: Date Position

Quality Assurance

	Yes	No	N/A
Is the referral timed and dated?			
Is the referral signed?			
Are notes attached?			
External agency feedback received?			
If no, then has external agency feedback been sought again?			

Further Notes

Name **Time:** **Date** **Position**