

Time form received by DSL:

Action taken by DSL:

Referred to...?

Attendance
Lead

Police

Just One
Norfolk

CADS

PSA

Community &
Partnerships

Other

Date:

Time:

Parents informed? Yes / No (If No, state reason)

Feedback given to...?

Pastoral team

Teacher

Child

Person who recorded disclosure

Further Action Agreed:

e.g. School to instigate a Family Support Process, assessment by Children's Services

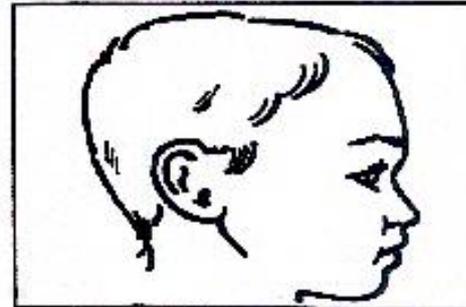
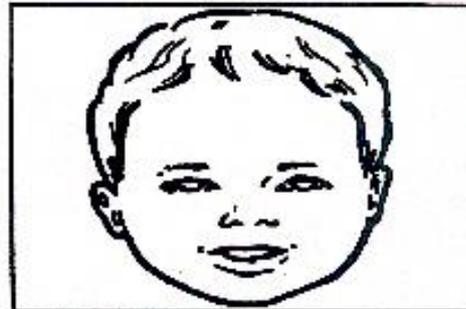
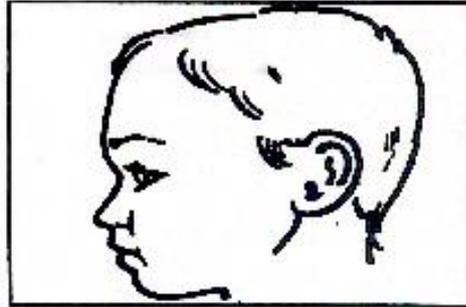
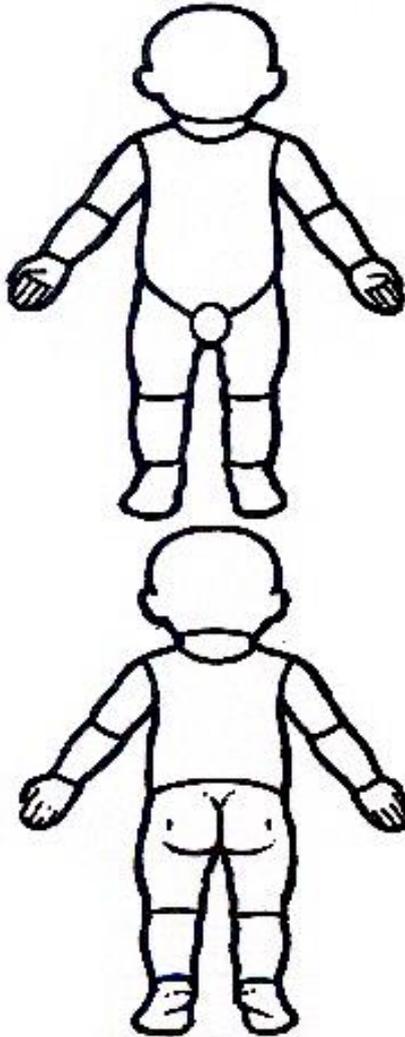
Full name:

DSL Signature:

Date:



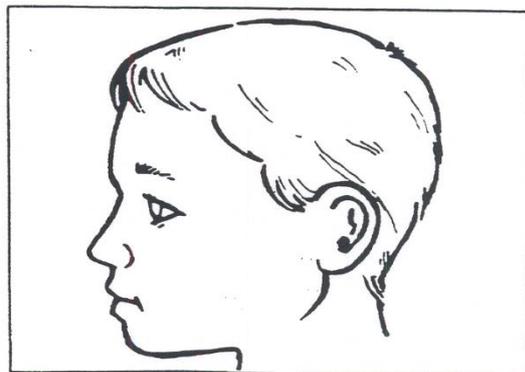
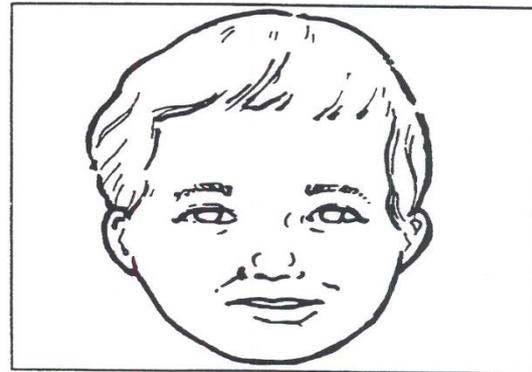
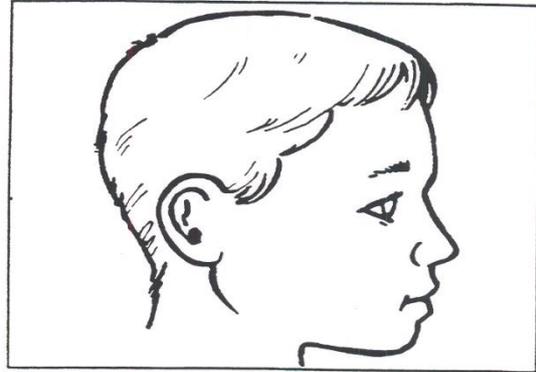
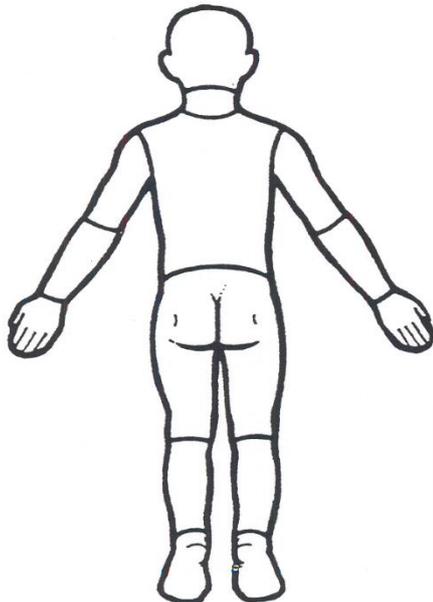
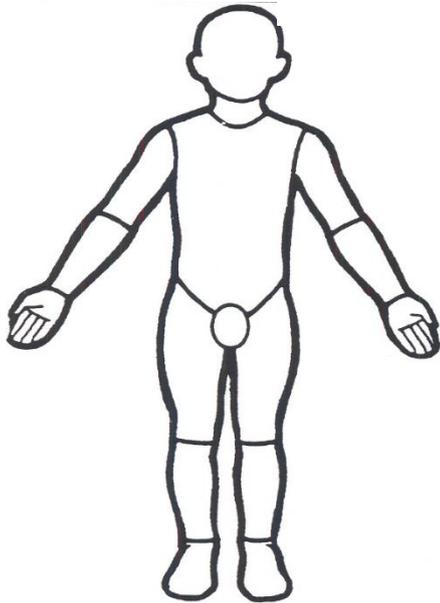
Young Child



Indicate clearly where the injury was seen and attach this to the Recording Form



Older Child



At Raleigh Infant Academy and Admirals Academy the majority of staff use the online tool 'CPOMs' to record safeguarding concerns. Paper Safeguarding forms are always available at both Academy offices for MSAs, visitors and volunteers, who do not have access to CPOMs. Once complete these are handed to the DSL who will scan and upload them to CPOMs.