** ECE & Primary Regency Park Campus**

**Child Protection**

**Record of Concern**

**Confidential**

*Staff member fills out this form AFTER speaking to the Child Protection Officer, within 24 hours of concern being raised / observed*

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| --- |
| **Completed by:** |
| **Position:** |
| **Date:** |

|  |  |
| --- | --- |
| **Name of Child:** | **Class:** |
| **Gender: ☐ Male ☐ Female** |  |
| **Does the concern fall into one of the following categories**:

|  |  |
| --- | --- |
| **☐** Physical  | **☐** Emotional  |
| **☐** Sexual  | **☐** Neglect |
| **☐** Other (specify) |

 |
| **Nature of concern**:*(What prompted this record, include dates, times, incidents, discussions, observations, behaviours)**Date:**Time:**Other people involved:**Incident:**(If this was reported to you, please include full names of person who reported it to you)**Is anyone else aware of this incident? If yes, please write names.* |
| **Are you aware of any previous incidents or concerns relating to this child?**  |
| **Has this been reported to the Child Protection Officer?****If no, please talk to the Child Protection Officer immediately** |
| **Signed**  | **Date** |
| **Co-Signed \*** | **Date** |

\*Please hand this completed form to the Child Protection Officer **immediately**, who will co-sign the form. If that person is not available, hand the form to the Co-Principals or Vice Principal.

This document can be hand written or typed, but it must be signed and dated.