## Reporting suspected abuse - Confidential recording sheet

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| --- | --- |
| Organisation |  |
| Name of person reporting |  |
| Name of child/young person |  |
| Age and date of birth |  | Ethnicity |  |
| First language |  | Religion |  |
| Disability |  |
| Parent’s/carer’s name(s) |  |
| Home address |  |
| Postcode |  | 🕿 Telephone |  |
| **Are you reporting your own concerns or someone else’s? Please give details.** |
|  |
| **Give a brief description of what has prompted the concerns – include date, time and an outline of specific incidents.** |
|  |
| **Any physical signs? Behaviour signs? Indirect signs?** |
|  |
| **Have you spoken to the child/young person? If so, what was said?** |
|  |
| **Have you spoken to the parent(s)/carer(s)? If so, what was said?** |
|  |
| **Has a specific person been alleged to be the abuser? If so, please give details.** |
|  |
| **Have you consulted anyone else? Please give details.** |
|  |
| **Name of person reported to** |
|  |
| **Date of reporting** |  |
|  |
| **Signature of person reporting** |
|  |
| **Today’s date** |  |
| **Action taken** |
|  |
| **Notes** |