## 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?** | | | | | |
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| **Have you spoken to the child/young person? If so, what was said?** | | | | | |
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| **Have you spoken to the parent(s)/carer(s)? If so, what was said?** | | | | | |
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| **Has a specific person been alleged to be the abuser? If so, please give details.** | | | | | |
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| **Have you consulted anyone else? Please give details.** | | | | | |
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| **Name of person reported to** | | | | | |
|  | | | | | |
| **Date of reporting** |  | | | | |
|  | | | | | |
| **Signature of person reporting** | | | | | |
|  | | | | | |
| **Today’s date** |  | | | | |
| **Action taken** | | | | | |
|  | | | | | |
| **Notes** | | | | | |