



Safeguarding Incident Referral Form

Remember **T.E.D.** when talking to an under 18:
• *Tell me* • *Explain to me* • *Describe to me*

The Child:

Name: _____ Nationality: _____

Age: _____ Date of Birth: _____

The Person Reporting:

Name: _____
Position in school: _____

Name of anyone else present: _____

Position in school: _____

a. I am expressing my concerns: _____

b. I am passing on someone else's concerns: _____

Name of the person you are passing them on for: _____

Position in school: _____

Details

Time and date: _____

Details of incident causing concern:
(including dates and times as required) _____

What has prompted the concern? _____

Does the child understand what is happening? _____

Did someone speak to the child about this? _____

(if so, record what was said) _____

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