

**Title: LOGGING A CAUSE FOR CONCERN.**

If the learner is at risk of significant harm, the DSL or deputy DSL **MUST** be notified immediately or as soon as possible within the same working day that there is a concern, contact details at the bottom of this form.

A logging a concern form must then be completed and forwarded to DSL or deputy within 24 hours.

If learner is at immediate harm contact emergency services.

If not an immediate safeguarding concern, concerns must be raised within 1 day of a worry being raised either by completion of this form or contacting DSL or deputy directly for further advice or guidance. A concern form is to be completed with 24hrs following any discussions.

Please see guidance document to help in the completion of information.

<b>Learner's Name:</b>	<b>Date of birth:</b>
<b>Qualification:</b>	
<b>Date of incident or concern:</b>	<b>Time</b> (of writing this report):
<b>Person writing the report:</b>	
<b>Print name</b>	<b>Signature</b>
<b>Job Title:</b>	
<b>What are you worried about/what is the concern?</b> (For specific incident or disclosure record date and time of incident).	
<b>What does the learner say/ what are their worries?</b> (using their words)	
<b>What is working well for the learner?</b> (i.e. what are their strengths and any protective factors surrounding learner)	
<b>Any other relevant information?</b> (i.e. background information of the learner, any actions already taken)	

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<b>The above is a true account of our discussion and I agree to this information being shared with the Safeguarding Team within JTM (agreed and signed by learner).</b>		<b>Date:</b>
<b>Print name</b>	<b>Signature</b>	
<b>If appropriate, has parent/carer been informed if not reason why?</b>		

Check to make sure the report is clear and concise and will be understood by others  
**Please pass the completed form to your Designated Safeguarding Lead within timescales above.**  
 (Designated Person complete Part 2 overleaf)

**PART 2** (to be completed by DSL/deputy DSL)

<b>Time and date information received by DSL, and from whom</b>				
<b>Discussions or further information gathered</b> (date, time, name, role, organisation)				
<b>What does this mean?</b>  <i>What are the strengths and needs of the learner ?</i>  <i>What is the impact on the learners daily life?</i>  <i>What will happen if nothing changes ?</i>				
<b>What needs to happen to reduce worry or concern and increase wellbeing ?</b>  <b>If not referring on to Adult or Children's Services, reason why .</b>				
<b>Actions to be taken:</b>				
<b>Action</b>	<b>By whom</b>	<b>By when</b>	<b>Review date</b>	<b>Update</b>

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<b>Parents / 'others' informed: Yes / No</b> (give reasons)				
<b>Where can additional information regarding learner / incident be found?</b>  (Safeguarding file, incident book etc.)				
<b>Signed:</b>				
<b>Print name:</b>				
<b>Date:</b>				

**Contact Details**

Gina Stephens. Designated Safeguarding Lead [gina.stephens@jarvis-eu.com](mailto:gina.stephens@jarvis-eu.com) 07867 260 276.

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