

Melton College, York. Major Safeguarding Concerns Form

Staff, volunteers and regular visitors are required to complete this form and pass it to Jake Millson, DSL (or if not available/appropriate, Andrew Hjort or Denise Lloyd ASLs) if they have a safeguarding concern about a student in our College. Alternatively, the form can be emailed to safeguarding@meltoncollege.co.uk.

Information Required	Enter Information Here
Full name of student	
Date of birth	
Nationality and First Language	
Your full name and position in the school	
<i>Please include where you were when the child made a disclosure, what you saw, who else was there, what did the child say or do and what you said.</i>	
Nature of concern/disclosure. What did you see and/or hear? What were you told? Please make clear what is fact and what is your opinion.	
Time & date of incident:	
Your Signature	
Time and date	
Time form received by DSL or ASL	
Action Taken	
Referral made to police [yes/no, date and time]	
Referral Made to Other Agency [yes/no, date and time, name of organisation]	
Parents Informed [yes/no, date and time] Please note any requests/instructions from parents	
Is anyone else aware of the concern or was witness? Please list full names and position	
Feedback given to child [yes/no, date and time]	

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Information Required	Enter Information Here
Feedback given to person who recorded disclosure [yes/no, date and time]	
Further Action Agreed	
Full Name of DSL or ASL managing concern	
Signature of DSL/ASL	
Date of Signature	