



Safeguarding Cause for Concern pro forma

	Information recorded about concerns of abuse or maltreatment
The person about whom the concern has been raised	Name Gender Age/ DOB Ethnicity Address Contact Details Communication and access needs Date
The cause for concern or disclosure made	Record factually and accurately what you have been told: WHAT, using language used by the person disclosing (if a disclosure) or what has been observed in case of cause for concern & include if possible: HOW it came to light, its impact on the person, the person's wishes in relation to the abuse/neglect, the setting/occasion WHERE & WHEN it took place, WHO -the alleged perpetrator(s) name and DOB if known & any witnesses
Action taken	What was done Who was contacted
	Date, Name & Signature