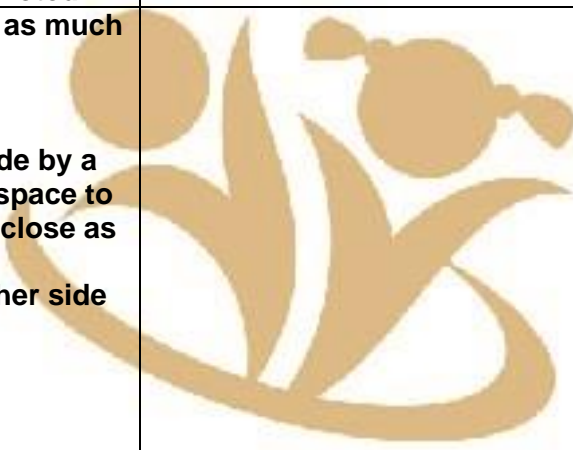


## APPENDIX 1

### Safeguarding concern/allegation form (to be given to Berkeley Guardians' DDSL/DSL)

Please see procedure in the policy document and complete if you have a safeguarding concern/allegation to report. You must complete the boxes in bold; the other information can be filed in by the School Designated Safeguarding Person later if you do not know.

<b>Student's first name</b>	
<b>Student's family name</b>	
<b>Student's gender</b>	
Student's date of birth	
Student's age	
Student's nationality	
Individual student or group name:	
<b>Full name of person with concern</b>	
<b>Role of person with concern</b>	
<b>Contact details of person with concern</b>	
<b>Date (and time) concern noted</b>	
<b>Location where concern noted</b>	
<b>Concern (please provide as much detail as possible)</b>	
<p><b>N.B. If reporting a disclosure/allegation made by a student, please use this space to describe verbatim (or as close as you can remember) the conversation. Use the other side to write more if needed.</b></p>	
<b>Student's views (if known)</b>	
<b>Suggested follow-up/advice to be given to student, if applicable</b>	
<b>Date and time form completed:</b>	
<b>Signature of person with concern:</b>	

Response to Concern: follow up action by Designated Safeguarding Person

Date DSM informed:	
Discussed with:	
Parents/group leader/agent/homestay/others informed?	

Response	By whom (full name)	When (Date & Time)