

APPENDIX 2

Section A: referrer's details

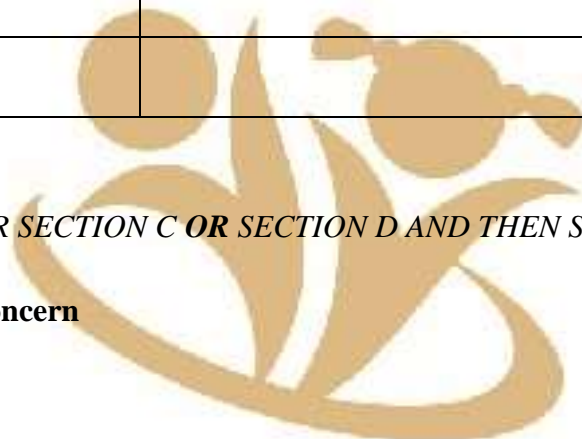
Referrer's full name, role and contact details	
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Section B: details of student requiring safeguarding

First name	
Family name	
Date of birth	
Age	
Gender	
Nationality	
Any disability/medical condition?	
Home address	
Parents' names	
Is student known to be at risk?	

PLEASE FILL IN EITHER SECTION C OR SECTION D AND THEN SIGN AT THE END

Section C: referring a concern



Full name, role and contact details of person with concern	
Role of person with concern	
Date (and time) concern noted	
Location where concern noted	
Concern (please provide as much detail as possible) 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.	
Student's views (if known)	
Suggested follow-up/advice to be given to student, if applicable	

Section D: referring an allegation

Details of any other adult or student involved in allegation

First name	
Family name	
Date of birth	
Age	
Gender	
Nationality	
Any disability?	
Role/connection with school	
Home address	
Parents' names (if under 18)	

Details of alleged incident

Date and time of alleged incident	
Location of alleged incident	
Details of alleged incident	
Names of potential witnesses and relationship to student requiring safeguarding	
Any other information?	
Allegation category (e.g. physical/sexual)	
Was technology involved? If yes, what type?	

Section E: signature of referrer

Signed (by person submitting referral)	
Date & time (form submitted)	