

APPENDIX 7 – 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	
Date DSM informed:	
Discussed with:	
Parents/group leader/agent/ homestay/others informed?	

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