

## APPENDIX 6 – Reporting a disclosure form

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

Pupil's first name	
Pupil's family name	
Pupil's date of birth	
Pupil's age	
Pupil's nationality	
Individual pupil or group name:	
Full name of person with concern	
Role of person with concern	
Contact details of person with concern	
Date (and time) concern noted	
Location where concern noted	
<p>Concern (please provide as much detail as possible)</p> <p>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.</p>	
Pupil's views (if known)	
Suggested follow-up/advice to be given to pupil , if applicable	
Date and time form completed:	
Signature of person with concern:	

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.