

APPENDIX 7 – Referring a Concern

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| Full name, role and contact details of person with concern | |
| Role of person with concern | |
| Date (and time) concern noted | |
| Location where concern noted | |
| <p>Concern (please provide as much detail as possible)</p> <p><i>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.</i></p> | |
| Pupil's views (if known) | |
| Suggested follow-up/advice to be given to pupil, if applicable | |
| Date DSM informed: | |
| Discussed with: | |
| Parents/group leader/agent/homestay/others informed? | |

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