



Appendix A Aspire 2 Safeguarding Policy RAISING A SAFEGUARDING CONCERN FORM



SECTION 1 – DETAILS

First name	Surname	DOB
If you do not know this information leave this blank – do not let this delay you in reporting a concern.		

SECTION 2 – DETAILS OF PERSON COMPLETING THE FORM

Name			
Position in Aspire 2			
Date DD/MM/YY		Time of completion	

SECTION 3 – DETAILS OF THE SAFEGUARDING CONCERN

Continue on additional sheet if necessary

Nature of concern – please circle			
Violence/Agression to others	Disclosure	Neglect	Parenting concerns
Restraint	Bullying	Emotional distress	Other
Description of concern (continue on a separate sheet if needed)			
Body map attached?	YES	NO	Signature:

SECTION 4 – FOLLOW UP BY SAFEGUARDING LEAD

Designated staff dealing with concern:			
	Date/s + Time/s	Summary of actions	Outcomes
Initial response actions			
Additional follow up actions			
Parents informed?		Referral to Single Point of Access ?	Siblings considered?



Aspire 2 Safeguarding Policy

Protocols for raising and reporting a safeguarding concern

**Everyone has a responsibility for protecting and safeguarding children.
If you are concerned about a child's safety or wellbeing it is your duty to report it.**

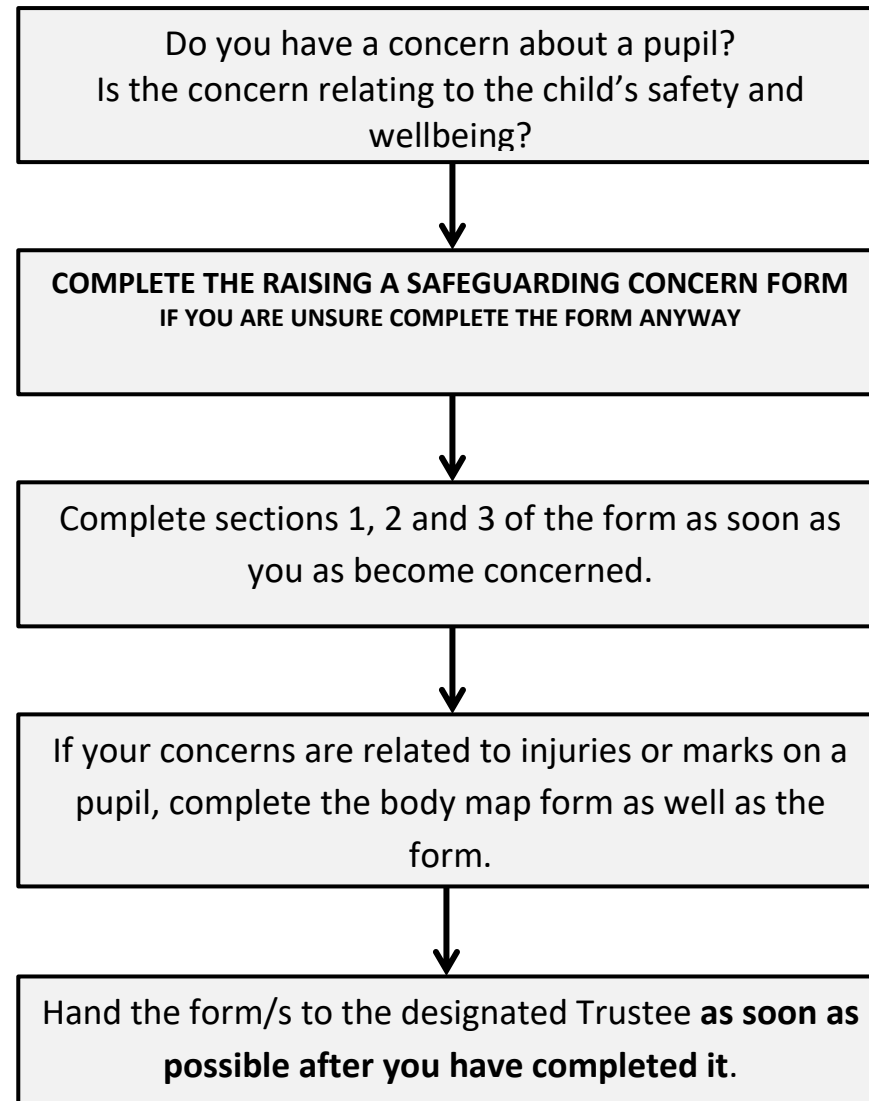
DOs

- Complete the form **as soon as** you become concerned.
- If a child has made a disclosure to you write down exactly what the child says in their own words (even if this is offensive).

Contact the Safeguarding lead or refer directly to Reading through the Single Point of Access by calling the team on 0118 937 3641 or by email cspoa@brighterfuturesforchildren.org

DON'Ts

- If a child has made a disclosure to you, do not ask them any leading questions.
- Do not promise to keep what the pupil has told you secret.
- Other than the lead trustee, do not discuss your concerns or details on the form with anyone else.



DESIGNATED SAFEGUARDING For Aspire 2

Designated Aspire 2 lead:

Charlie Clare

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Other Designated Lead

Ann Snowdon

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