



PENKETH HIGH SCHOOL

SAFETY AND WELFARE CAUSE FOR CONCERN FORM – (GREEN)

STUDENTS NAME: D.O.B:	Year group:	DATE:
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Please record the details of the incident / issue you are concerned about. Include verbatim comments where possible. Please keep the account very factual. The completed form must be **emailed to: safeguarding@penketh.warrington.sch.uk**. This form should **not** be left in a tray or on a desk. We will then make a decision of the next steps and if we will escalate to safeguarding procedures, early help with mentors or no further action at present.

Please do not handwrite on this form and only send electronically to the above inbox.

If you believe the child to be in immediate danger please follow normal safeguarding procedures and inform a member of the Safeguarding Team/SLT straight away

NATURE OF INCIDENT:

Signed: ____ **Print Name:** _____

Role: _____ **DSL:** _____ **Date:** _____

Safeguarding Team use: Nature of Concern to be escalated to Child Protection (**RED**)
(Decision to be made by DSL / DEPUTY and Vice Principal)

Yes **No**

Information only:

Attach and complete red

Action to be taken: (If appropriate)

Actions completed and reasons: Please complete outcomes with parents / carers or professionals as appropriate

Further action to be taken: (Tick as appropriate)		Reasons:
Monitor		
Inform agencies		
Other		

NOTE:

Please use this form for any worries, observations or disclosures regarding: Abuse: Physical, verbal to staff members from students/parents. Comments: Drug & Alcohol, house parties, groups meeting on parks etc.

Bullying issues: Victim or Perpetrator. Please include online abuse, racial, gender, homophobic and Faith. Concerns re: student presentation-hygiene/tiredness. This list is not exhaustive. If in doubt always complete a green form with your concerns.