

Appendix 2

Internal JCG Referral Form for Concerns  
Child Protection Procedures  
Internal Referral Form

This form can be used by any member of staff – on completion it should be put in an envelope and handed to the school's Designated Safeguarding Lead (CPO) or to the Principal.

**You may find this form useful to record any concerns you have regarding a child. These may include concerns about appearance, health and well-being, changed behaviour, pupil abuse (i.e. serious bullying) or a \*disclosure from the child or student**

**\* In the event of a serious disclosure where you may have concerns over the immediate safety of a child or student, refer immediately to Emergency Contact List (see Appendix 4) and ensure that this document is completed.**

Pupil's Name: \_\_\_\_\_ Class: \_\_\_\_\_

Date:

**Remember to be objective, avoid assumptions or interpretations. Ensure words used are as accurate as possible.**

Record of conversation:

Action taken e.g. follow-up conversations with Designated Safeguarding Lead/ parents / staff or continue to monitor

Signature of person completing the form: \_\_\_\_\_

Print Name: \_\_\_\_\_ Position: \_\_\_\_\_

Date: \_\_\_\_\_