

University of Hertfordshire: Cause for Concern Form	
Section 1-The details of the child	
Name	
Address	
Date of Birth/ Age	
Contact number for parent/guardian/Social Worker	
Emergency contact	
Section 2 – Details of the person completing this form/ Your details	
Name	
Contact phone number(s)	
Email address	
Line manager or alternative contact	
Your Role in organisation	
Section 3 – Details of concern	
<p>Please explain why you are concerned. Please give details about what you have seen/been told/other that makes you believe the child is at risk of harm or is being abused or neglected (include dates/times/evidence from records/photos etc.)</p>	
Date/ Time	What happened

Section 5 – Details of the person thought to be causing harm (if known)	
Name	
Address	
Date of Birth/Age	
Relationship/connection to adult	
Role at the University or other	
Do they have contact with other adults at risk/children in another capacity? E.g. in their work/family/as a volunteer	
Section 7 – Risk to others	
Are any other children at risk Yes/No/Not known Delete as appropriate	
If Yes Please give details of other Children, name/age and any other relevant details	
Section 9: Other agencies contacted	Who contacted/reference number/contact details/advice gained/action being taken
Police	
Ambulance	
Other – please state who and why:	

Section 10: Contact with Other Staff	
Who else has been informed of this issue? – and what was the reason for information sharing	
Consultation with Safeguarding Lead	Dates and times
Completed Form copied to Safeguarding Lead; Date and time	
Signed:	
Date:	