**Log of an Allegation or Concern raised about an adult working with Children**

This form should be completed by the Headteacher (unless the allegation or concern is about the Headteacher, in which case it should be completed by the Chair of Governors).

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| Name of school / college: | School / college address: | |
| Today’s date (dd/mm/yy): | Time: | |
| Name of the adult who is the subject of the allegation or concern: | | |
| Name and role of the person completing the log: | | |
| Name of the person sharing the concerns (unless anonymous): | | |
| Date and time of the incident / concern: | | |
| The context in which the concern arose (eg where/when – what was happening at the time?): | | |
| Description of the incident / concern\*:  *(\*Note - If the concern has been raised via a third party, the Headteacher should collect as much evidence as possible by speaking directly to the person who raised the concern, unless it has been raised anonymously)* | | |
| Signature of person completing the log: | | |
| **Actions taken:** | | **YES/NO** |
| 1. Refer to the flowchart – dealing with allegations or concerns about a member of staff | |  |
| 1. Has this met the harm threshold? | |  |
| 1. Details of actions taken: | | |

**A copy of this form should be held in a secure central file and retained until the member of staff has left the school**