|  |  |
| --- | --- |
| Date  |  |
| Name  |  |
| Date of birth  |  |
| Male/Female  |  |
| Ethnicity |  |
| Language  |  |
| Interpreter required? | Yes/No |
| AddressPostcode |  |
| Phone number  |  |
| Nursery name |  |
| Name of person completing form |  |
| Date started at nursery  |  |
| Main carer(s) name |  |
| Parental responsibility/legal custody  |  |
| Parent address(es) and contact number(s) |  |
| Parent aware of referral?State reason | Yes/No |
| Child aware of referral (where age/stage appropriate)?State reason | Yes/No |
| Any other relevant information (e.g. GP, health visitor) |  |
| Reason for referral. Include as much detail as possible and continue on a separate sheet if necessary |  |
| Date, time and place of incident  |  |
| Category of concern (please circle) | Physical | Sexual | Emotional | Neglect |  |
| Who have you spoken to and what was said? |  |
| State action taken and when |  |
| Have you informed the statutory child protection authorities?  | Police yes/no (delete as appropriate) Date & time:Name & phone number of person you spoke to:Local authority children’s social care: yes/ no (delete as appropriate)Date & time:Name & phone number of person you spoke to:Action agreed with child protection authorities (if applicable) |
| Staff signaturePrint name  |  |
| Manager’s signaturePrint name |  |
| Where appropriate:Parent’s signature(s)Parent’s name(s) |  |