

# CONFIDENTIAL

**Safeguarding**

city college

brighton and hove

## Cause for Concern: Record, Referral and Action Plan

Use this form to record any cause for concern you have about the safety, behaviour or wellbeing of a student. You can use this for your own records or to refer a Safeguarding Concern.

Student Name		Person Code	
Course Title		Course Code	
Staff Name		Date	

## Reason for Concern: Please tick as appropriate

<b>Safeguarding</b>	Child Protection* <input type="checkbox"/>	Bullying/ Discrimination <input type="checkbox"/>	Other concerns for safety or well-being <input type="checkbox"/>
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\*This includes the protection of young people and vulnerable adults. Any child protection issue **must** be referred to the college Child Protection team, Intensive Support, Pelham Tower, Room PT2.22, ext 726

### Nature of Concern

### Actions Taken

Date \_\_\_\_\_

### Actions Planned

Date \_\_\_\_\_

### Review Meeting

Date:

### Further Action

Action Plan ☐

Risk Assessment ☐

Support Referral ☐

**Please keep this form safely in student files. Send to Intensive support for referral**