Safeguarding children at family events: recognise and report

Complete with the actual workplace arrangements. Read the accompanying guide, agree the local procedure and identify who will check the record.

Venue / role / date	
Observation or exact words	
date and time	
immediate danger	
person informed	
report channel	
follow-up route	

Follow-up

Action	Owner	Due / trigger	Completed

Keep completed records with the appropriate access restrictions. Save your entries before closing.

Read the accompanying guide online