



Responding to Initial Concerns – Form

Instructions for Use

This form is intended for use by organisational leaders (e.g. team leaders, coordinators, managers, clinicians) in conjunction with the **Responding to Initial Concerns - Poster**. This form can be used to check that key steps have been taken in response to receiving a concern, and to record the information. If the concern is a general complaint about services, please follow your organisation's policy and procedure on complaints. The form can be adapted to complement your organisation's current processes (e.g. part of an online system, adapted to an email based form).

Speak up

Explore and Safeguard

Seek Evidence/Substantiation

Evaluation and Actions- checklist

- No evidence to support concerns at this time – record concerns, complete the feedback loop
 - Individual Safeguarding Required – use **Individual Safeguarding Meeting Form**
 - Serious Concerns Identified (e.g. abuse, neglect, exploitation, harm) – Refer to the **Investigations Workbook**

Speak up

Completed by: _____ Date: _____