



**The Music Box Yorkshire CIC**  
Safeguarding Children & Young People Concern Form

If you have any concerns in relation to the welfare or safeguarding of any individuals e.g. A young person who starts to behave in a different manner or becomes withdrawn, possibly alarm bells may be raised over a situation or a warning sign. As a worker or concerned adult you must complete a concern form including as much detail as possible.

Located in The Music Box Registered Office, there is a locked cabinet specific to Safeguarding Children. All concerns/referral are to be stored centrally in order to eliminate duplicate concerns on independent sites. Any concerns must be reported to your Line Manager or the staff at The Music Box within 24 hours. All Managers need to ensure that information is added and updated centrally within 48hours of the concern.

|                                 |  |
|---------------------------------|--|
| Date of concern/incident        |  |
| Young Person Name               |  |
| Address                         |  |
| Postcode                        |  |
| Date of Birth                   |  |
| Ethnicity                       |  |
| Gender                          |  |
| School                          |  |
| Parent/Guardian Name            |  |
| Name of worker (if appropriate) |  |



**The Music Box Yorkshire CIC**  
Safeguarding Children & Young People Concern Form

|   |                   |
|---|-------------------|
| Known to Social Services  | Yes/No/Don't know |
| Other key names relevant to this concern<br>e.g.: extended family, neighbour, friend etc. |                   |

Nature of concern (please add as much detail as possible about your concern including time and dates) highlight points where possible. Do not give your opinion just state facts and details. Please detail what type of abuse is involved (Physical, Emotional, Sexual, Neglect)



**The Music Box Yorkshire CIC**  
Safeguarding Children & Young People Concern Form

Why are you concerned?

Keep your answers factual e.g. what you heard/saw/said /did?

Did you speak to the child/young person please give details?

Did you receive any information from other people or sources?



**The Music Box Yorkshire CIC**  
Safeguarding Children & Young People Concern Form

At this present time how vulnerable do you think this child/young person is at risk?  
(Please circle 0 being low risk and 5 being high risk).

Scale 0 1 2 3 4 5

Signed by Worker .....

Date of Concern .....

| Actions | Review Actions | Date |
|---------|----------------|------|
|         |                |      |
|         |                |      |
|         |                |      |
|         |                |      |
|         |                |      |

Signed by staff member: .....

Signed by line manager.....

**This section is to be completed by Managers only**

Name of Manager.....

Date received .....

Action to be taken/agreed .....

Signed .....