VICTORIA
ENGLISH SCHOOL

Child Protection Recording Sheet

Name of student:	
Class/Form:	
Date of Birth:	
Gender:	
Name & designation of reporting person:	
Date & time of recording:	

Details of Discussion/Observation/ concern:
Please keep factual – if you can include direct quotes from student, please show this as a direct quote.
Ensure you include if disclosure was overheard/third party information/direct.
Continue on an additional sheet if needed

Any action taken:

Action to be taken:

Signature of Head:	
Signature of school counselor:	
Signature of reporting person:	