



Knutsford G.R.O.W. (Garden Regeneration Over Ward Community Association) Registered charity no.1091285  
Email: [Secretary@KnutsfordGrow.org.uk](mailto:Secretary@KnutsfordGrow.org.uk) Website: [www.knutsfordgrow.org.uk](http://www.knutsfordgrow.org.uk)  
Registered Office: C/o Neil Forbes, Secretary, 69 Westfield Drive, KNUTSFORD, Cheshire WA16 0BH

### **Expression of Concern Form**

**Store spare copies in the first aid box so as to readily to hand when needed**

**This form should be completed when there is cause for concern and given to your Designated Safeguarding Lead as soon as possible.**

#### Details of Person of concern:

Name:

Contact details:

#### Details of the person reporting concerns:

Full Name:

Contact details:

Do these concerns relate to a specific incident/disclosure? If YES complete Section A and B; If NO, omit section A and move straight to Section B

#### Section A:

Date and time of incident/disclosure:

Location of incident/disclosure:

Date this form was completed:

Other persons present:

#### Section B:

Details of concern/disclosure/incident:

(What was said, observed, reported)

Action taken:

(What did you do following the incident/disclosure/concern?)

Any other relevant information:

Signed:

Date:



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**For completion by the Designated Safeguarding Lead (DSL):**

DSL Response:

Action taken by DSL:

Rationale for decision making/actions taken:

Outcome of action taken by DSL:

Follow up action by DSL:

Feedback given to person reporting the concerns:

Signed by DSL:

Date:

Full Name:

**Checklist for DSL:**

- ✓ Concern described in sufficient detail? ✓ Distinguished between fact, opinion and hearsay?
- ✓ Person's own words used? (Swear words, insults or intimate vocabulary should be written down verbatim) ✓ Jargon free? ✓ Free from discrimination/stereotyping or assumptions?
- ✓ Concern recorded and passed to DSL in a timely manner?