

Please use this form to share any concern, no matter how small, and even if no more than a 'nagging doubt' that an adult may have acted in a manner which:

- Is not consistent with Tudor Hall's Code of Conduct, and/or
- Relates to their conduct outside of work, even if not linked to a particular act or omission, has caused a sense of unease about the adult's suitability to work with children.

You should provide a concise record, including brief context in which the low-level concern arose, and details which are chronological, and as precise and accurate as possible, of any such concern and relevant incident(s) (and please use a separate sheet if necessary).

The record should be signed, timed and dated.

**Details of Concern**

**Name of staff member:**

**Department and Role:**

**Signed:**

**Time and Date:**

**Received by:**

**At (time):**

**On (date):**

**Action taken (specify):**

**Signed:**

**Time and Date:**