

## Logging Concerns Form

You can find an electronic copy of this form here: <https://forms.gle/jgFkj4rbSQ3C4Rjy7>

Please DOWNLOAD A COPY of this form and complete it. DO NOT complete it in the drive. Then return by email to the safeguarding lead: Brianna Dymond, [infantfeeding@newbabynetwork.co.uk](mailto:infantfeeding@newbabynetwork.co.uk). If this form is about the safeguarding lead, please return to secondary lead Eleanor Shaw, contact her on 07854 660310 to arrange submission of the form.

If you are unsure how to complete the form, need to access supervision

Name of child/vulnerable adult	
Date form complete	Time form completed
Your name	Your signature
Your role	Your organisation (if not New Baby Network)
What is the concern? (brief summary)	
Please record the following as factually as possible - use exact words if you can	
Who?	What?
Where?	When?
What action was taken, including the names of anyone to whom this information was passed?	

Any additional relevant information? (see policy section "Written Records")