What to document checklist

A quick reference checklist to help staff ensure they have captured all required information when documenting a safeguarding concern.

✓	What happened?
☐	Date, time and location of the event or concern
☐	Whether this is a single event or part of an ongoing pattern
☐	Who was involved (child, staff, family, other adult, use names or identifiers)
☐	Who was present at the time
	What actions were taken?
☐	Immediate steps taken to ensure safety
☐	Who you informed (name, role, time)
☐	Whether an internal report was made (to whom, when, how)
☐	Any follow-up actions required and responsible person
☐	Next review or check-in date
	Quality check
☐	Record is factual, no opinions stated as facts
☐	Child's own words are recorded in quotation marks
☐	All times and dates are accurate
☐	Record completed as soon as possible after the event
☐	Record stored in the correct system / location

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Space for notes

Even if you are unsure whether a concern meets a reporting threshold, complete this checklist and discuss with your supervisor. Documentation allows patterns to be identified over time.