

# Record of Allegation, Suspicion or Concern

(Refer to **SG8** for supporting guidance)

1. Name and position of person who is subject of allegation, suspicion, concern:

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2. Is the complaint written or verbal?.....

3. Complaint made by:.....

4. Relationship to child/young person:.....

5. Name of child:.....

Age and date of birth:.....

6. Parent's Carer's name(s) and address:.....

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7. Date of alleged incident/s:.....

8. Nature of complaint: (attach if received in writing).....

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9. Other relevant information (continue on separate sheet if necessary)

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Redditch Borough Council  
Safeguarding Children

10. LADO contacted:..... Date:.....

11. Further actions advised by LADO:

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.....

12. Your name and position:.....

13. Signature:.....

14. Date:.....

**When completed this form should be stored in a confidential file.**

This information is reported to the RBC Named Senior Officer for Safeguarding. Following an assessment of the reported information against the threshold criteria the details may or may not be referred to the Local Authority Designated Officer.

The purpose of this form is to formally record as many details as possible about the allegation, suspicion or concern. The person making the report may or may not be contacted in the future should a strategy discussion or further action be required.