**CAUSE FOR CONCERN LOG**

Terapia School Services and The Bothy Placements

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| --- | --- |
| Trainee Therapist Name |  |
| Client Code |  |
| Name of School |  |
| Date of the Incident |  |
| Cause for Concern (Please give brief and non-clinical reasons for your concern) |   |
| Who have you reported this to?Please highlight and add the date when the concern was reported: | School Safeguarding Lead Terapia Supervisor Terapia Safeguarding LeadSocial ServicesGPOther (please specify) ……………………………………………………… |
| Date of report |  |
| Do you know what the outcome of you reporting was? |  |

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Terapia will follow up with you to ensure that you are satisfied that your cause for concern has been managed, in addition to notifying the Terapia School Services, you are expected to bring your concern to supervision.

When you have completed this form please encrypt it using the information below and send it back to Terapia’s Director of Therapeutic Services at sacha@terapia.co.uk and Head of School Services at pamela@terapia.co.uk

Please send your encryption password separately to the encrypted document.

**How to set a password in a Word document:**

To encrypt your file and set a password to open it:

1. Click the Microsoft Office Button , point to **Prepare**, and then click **Encrypt Document**. Or in Microsoft Word, select **File**, **Info**, then **Protect Document, Encrypt with Password.**



1. From the **Encrypt Document**/**Encrypt with Password**dialogue box, in the **Password** box, type a password, and then click **OK**.

**CAUTION:** Keep your password in a safe place. If you lose or forget the password, it cannot be recovered. Encryption is a standard method used to help make your file more secure.

1. The **Confirm Password** dialogue box will ask you to **Re-enter Password** in the box, type the password again, and then click OK.
2. To save the password and encrypt the document, save the file.
3. Remember to send the password chosen in a separate email to the document to both sacha@terapia.co.uk and pamela@terapia.co.uk