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**CAUSE FOR CONCERN LOG**

|  |  |
| --- | --- |
| **Therapist Name** |  |
| **Client Code** |  |
| **Name of School / Organisation / The Bothy** |  |
| **Date of the Incident** |  |
| **Cause for Concern**  Provide brief, factual and accurate, non-clinical reason for this concern - distinguish professional opinion from any quotes included.  Include details of other professionals involved and the information shared (if applicable). |  |
| **Who has this concern been reported to?** (Please indicate)  Enter name of the person, and the date the concern was reported to the person. | School/Organisation Designated Safeguarding Lead  Terapia Safeguarding Lead  Children’s Services / Social Worker  GP  Terapia Clinical Supervisor  Other (specify role and service): |
| **What is the outcome of the reporting of this concern?**  Provide what action has been agreed and who will take this action (including whether a decision has been made to monitor and review the situation). |  |

**Roles, responsibilities and contact details of Terapia’s Safeguarding team:**

|  |  |  |
| --- | --- | --- |
| **Designated Safeguarding Lead (DSL)** | **Sacha Richardson** (Director of Therapeutic Services) | Tel:  07598 121617 or 0208 201 6101  Email:  [safeguarding@terapia.co.uk](mailto:safeguarding@terapia.co.uk) |
| **Deputy Designated Safeguarding Lead (DDSL)** | **Pamela Butler**  (Head of School Services and Development) | Tel: 0208 201 6101  Email:  [safeguarding@terapia.co.uk](mailto:safeguarding@terapia.co.uk) |
| **CEO and Clinical Director** | **Bozena Merrick** | Tel: 0208 201 6101  Email:  [safeguarding@terapia.co.uk](mailto:safeguarding@terapia.co.uk) or [bozena.merrick@terapia.co.uk](mailto:bozena.merrick@terapia.co.uk) |

**Information below is for *Terapia placements ONLY***

Terapia’s Safeguarding Lead will follow up with the Therapist to ensure that this Cause for Concern has been actioned appropriately, and in accordance with the School/Organisation’s Safeguarding Policy. In addition to notifying Terapia’s Safeguarding Lead, Therapists are expected to raise their concern in clinical supervision.

When this form is completed, please **secure it with a password** then send the form (along with the password in a separate email) **to the School/Organisation’s Designated Safeguarding Lead, and a copy to the School Service Co-ordinator** (where applicable).

Information completed on this form should be added as a **‘Safeguarding Session’ note** on **Terapia’s Services Database** (this can be copied and pasted) (consult Terapia Services Database User Guide for further guidance on flagging a safeguarding concern). The Safeguarding note must be updated as and when action is taken.

Every time a ‘Safeguarding Session’ note is added or updated on Terapia’s Services Database **an email must be sent to Terapia’s Safeguarding Lead** via: [safeguarding@terapia.co.uk](mailto:safeguarding@terapia.co.uk) stating the client code and date of the note added.