



**CONFIDENTIAL**

## **Contagious Safeguarding Communication Sheet**

This form is to be used by the Safeguarding Officer to record full details of each communication (phone call, email, letter) in relation to a child protection issue raised at a conference. It should be signed as a record of what was communicated.

Following the event the form will be collated with any other paperwork and sent to Contagious Administrator for secure storage.

Name of the Conference \_\_\_\_\_

Communication in relation to \_\_\_\_\_  
(name of child/young person and DoB)

<b>Date &amp; Time</b>	<b>Name of Person Communicated with &amp; whether organisation, parent etc.</b>	<b>Contact Details</b>	<b>Form of communication</b>	<b>Detail &amp; outcome; Attach any written communication</b>

(please use additional sheet if more space required)

Name of Person Completing the form; \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_