INTERNAL SAFEGUARDING ASSESSMENT MEETING

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| --- | --- |
| Employee’s Name: |  |
| Post title: |  |
| Date of meeting: |  |
| Present: |  |

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| Please summarise the incident / what actually happened? |
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| In your written statement, you say the incident took place three-month ago? Please tell us why you delayed reporting it until recently? |
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| What have you learned from this incident? And what will you do differently from this point onwards? |
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| How can you reassure us that you will not react in a moment of anger or frustration towards a child in your care and/or a member of staff? |
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| When was your last safeguarding training? |
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| You are aware of the Company’s Safeguarding Policy and Staff Code of Conduct? |
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| Anything further you would like to add? |
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| Decision: |
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| Signed: |  | Date: | | |  |
| Full name and post title: |  | | | | |
| Signed: |  | | Date: |  | |
| Full name and post title: |  | | | | |

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| Actions: | |
| Letter issued: |  |
| Signed copy returned: |  |
| Forwarded to HR Shared Services for file: |  |
| i-Trent updated: |  |