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:  |  |