

BCCC RECORD OF MEETING FORM

Date of Meeting:
Names of those present:
Details of concern (be clear about what is fact):
What has the child/young person said (if anything):

Decision reached – choose at least one of the following options: please tick those selected.

	1. Take no further action. Why?
	2. Talk to the parents/carers. Why? Who will do this?
	3. Arrange a discussion with an outside body. Why? With whom? Who will do this?
	4. Make a formal report to social services or police. Why? Who will do this?

Signatures of those present:	Print Name: