

Reporting Log

It is important to retain some information about staff members' observations. You can use this form to help staff members maintain records of what they notice. It can be useful when reporting suspicions of child abuse and neglect. Be sure, though, that all observations or records of reports are kept separate from the child's files in the office. This information is confidential.

Child's Name		Today's Date
What signs or symptoms were observed? Be specific. <ul style="list-style-type: none"> • What did the child or adult say? • Where on the body was the injury? 		
What time and date were the signs or symptoms originally observed?		
Where was the observation made (i.e., classroom, playground)?		
Who made the observation?		
What steps were taken? Who was contacted or notified (FAP, CPS, law enforcement)?	Name of person or agency contacted	Date and time
Was family notified?	Name of person making contact with family	Date and time

Notes: Describe any follow-up or special circumstances impacting this event.