

## Guidance for Completing a Notification of Concern Form (NoC)

For Wellbeing or Child Protection Concerns



**You must contact Social Work or Police by phone prior to submitting a notification of concern for a child protection matter. If you are unable to get through to Social Work Services, you should email the completed form, while still attempting to contact Social Work by phone.**

**Purpose of the Form:** A notification of concern form is a key tool for recording and sharing concerns about a child or young person's wellbeing or safety. It ensures timely, proportionate and appropriate responses to concerns in line with Getting it right for every Child ([GIRFEC](#)) principles and the [National Guidance for Child Protection in Scotland 2021](#). Further information can be found in our [Forth Valley Inter Agency Child Protection Guidance](#)

### When to Complete a Notification of Concern

You should complete a NoC form if you:

- Have a concern about a child's wellbeing that may require investigation or assessment by Social Work
- Have reason to believe a child may be at risk of harm, abuse or neglect.
- Have observed a pattern of concerns or a significant single event increases the likelihood of significant harm
- Are unsure whether a concern is a child protection concern but feel action is required.

### Types of Concern -Wellbeing

A wellbeing concern refers to any worry, observation or assessment that a child or young person may not be doing as well as they should in one or more areas of their life. It may not amount to abuse or neglect but indicates that the child may need additional support to reach their full potential and further assessment is required by Social Work Services. A wellbeing concern relates to one or more of the eight [SHANARRI](#) indicators: Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible, Included. Examples could include:

- A child frequently arriving to school hungry or tired or concerns about their appearance including Poor hygiene or unsuitable clothing
- Changes in behaviour, mood or appearance
- Repeated absences from school or not being brought to medical appointments
- Withdrawn or anxious behaviour
- Concerns about parenting
- Emotional distress including self-harm or having suicidal ideation
- Being left unattended or unsupervised
- Having too much responsibility for their age
- Misusing drugs or alcohol.

### Child Protection Concern

A child protection concern arises when you believe a child is at risk of or has experienced significant harm due to abuse or neglect.

You should treat a situation as a child protection concern when:

- You witness or suspect a child has been abused or neglected
- The child has unexplained bruising/injuries or bruising in an unusual place
- A child discloses abuse or tells you that they are not safe
- You believe a child is at immediate risk of harm
- The child's environment or caregiving is putting their safety or development at risk.

**Key points:**

- **Do not delay reporting – if in doubt speak with your line manager or contact Social Work for advice. Don't assume that someone else has already reported it. The child/young person being harmed or neglected may not be able to report it themselves.**
- **Record what you see/hear clearly, objectively and as soon as possible. It's important to record exactly what has been said and, in the child's, own words**
- **Contact police if you have immediate and urgent concern for the safety of a child or young person.**