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| **INSERT SETTING NAME AND LOGO HERE** |

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| **SAFEGUARDING CONCERNS CHRONOLOGY LOG** | | | | | |
| **NAME OF CHILD: DOB:** | | | | | |
| **DATE & TIME** | **WHO YOU TALKED TO AND WHAT ABOUT**  **e.g. phone call, conversation, observation, meeting** | **SIGNATURE / PRINT NAME** | **ACTION REQUIRED AND BY WHOM** | **ACTION COMPLETED DATE & TIME** | **SIGNATURE / PRINT NAME** |
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