# Monthly safeguarding audit of information/ record of concern forms

**Month**

| No | Name | Date | Information  recorded by | Information passed onto | Cause for concern/information  - any outstanding actions | Key  person | Deputy Manager | Nursery manager |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |