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Child Protection Referral Form

2025 – 2026

RVIS -25-016

Riffa Views International School (RVIS) - Child Protection Referral Form

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RVIS - Child Protection Referral Form

This information is confidential and must be managed in accordance with RVIS safeguarding protocols.

This form is used to report concerns regarding a student's safety or wellbeing at Riffa Views International School (RVIS). It ensures that appropriate action is taken promptly and confidentially, in accordance with RVIS policy, the United Nations Convention on the Rights of the Child (UNCRC), and the guidelines of the International School Counselor Association (ISCA).

All staff must complete this form promptly following any disclosure, observation, or concern. Submissions are directed to the Designated Safeguarding Lead (DSL) or Child Protection Officer (CPO) for immediate review.

Please consult the [RVIS - Child Protection / Inclusive Education Referral Form Matrix](#) to determine the appropriate referral pathway.

* Indicates required question

Staff Member Name & Position*

Staff RVIS email address*

Name of Student*

Who is the student's Homeroom or Advisory Teacher? *

Grade Level*

- Nursery
- Pre-K
- Kindergarten

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- Grade 1
- Grade 2
- Grade 3
- Grade 4
- Grade 5
- Grade 6
- Grade 7
- Grade 8
- Grade 9
- Grade 10
- Grade 11
- Grade 12

How did the concern come to your attention? *

- Direct disclosure from student
- Your own observation
- Third-party disclosure (another student, staff member, parent, or guardian)
- Digital/online content
- Other
- If you responded 'Other', please provide further information.

Nature of Concern*

- Emotional abuse
- Physical abuse or injury
- Sexual abuse or inappropriate behavior



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- Neglect (physical, educational, emotional)
- Online/digital safety concern
- Exposure to domestic violence
- Suicidal ideation / self-harm
- Bullying or peer conflict
- Mental health concern
- Other

If you responded 'Other', please provide further information.

Date, Time and Location of incident / disclosure.

Have you spoken directly with the student? *

- Yes
- No

Describe exactly what you observed or what was reported to you:

*(Use the student's words as much as possible; avoid interpretation.) **

- Was there an immediate safety risk? If so, describe the risk and any actions taken.
- Did you take any immediate action? If so, describe the action and time taken.
- Who else was present at the time of disclosure or incident? *
- Any visible injuries? If so, please give a brief description.
- To your knowledge, has an incident occurred with this student before?

*(If yes, brief describe any prior incidents) **

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- To your knowledge, has the school made contact with the student's family in the past regarding previous concerns or incidents?

