



European School Luxembourg I

**PROCEDURE TO FOLLOW IN CASE OF AWARENESS OR
ASSUMPTION OF A CHILD IN DANGER**

All members of the educational community are requested to inform the Principal Educational Adviser (secondary school) or the Deputy Head (Kindergarten/primary school) if they are aware of a case of abandonment, mistreatment or similar situations that endangers the life of a child. Each case will be handled with the greatest confidentiality.

TESTIMONY

1. Name and occupation of the person presenting the report (witness). Specify the relation with the pupils involved.

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2. Name of the victim

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3. Cause of danger

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4. Alleged responsables for the situation.

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5. How has the witness been informed about the facts?

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6. Description of the facts :

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7. Description of the measures undertaken:

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8. Other people likely to be aware of the situation :

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9. Other relevant information to report:

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Date and signature:

FOLLOW-UP OF THE FILE

Date:

1. Persons contacted :

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2. Measures undertaken :

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3. Intervention of internal or external experts :

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Signature of the responsible for the follow-up :

FOLLOW-UP OF THE CASE

-date

-date

-date