**Pink WNB Template Notes**

**WNB1**

Phone call

* Person informed of WNB:
* Any special reason for WNB:
* Further appointment arranged: yes /no/other plan (specify)
* ‘WNB\_CPP/LAC\_letter1\_rebooked’ sent to parents: yes/no/other plan (specify)
* Letter copied to social worker: yes/no

**WNB2**

Phone calls x2 no response

* ‘WNB\_CPP/LAC\_letter2\_to social worker’ sent: yes/no
* Copy sent to social worker: yes/no

**WNB3**

Parent/social worker responded to WNB letter 2

* Person contacting clinic:
* Any special reason for WNB:
* Further appointment arranged: yes /no/ other plan (specify)
* ‘WNB\_CPP/LAC\_letter3\_rebooked’ sent to parents: yes/no/other plan (specify)
* Letter copied to social worker: yes/no

**WNB4**

* Clinician reviewed records: yes/no
* ‘WNB\_CPP/LAC\_letter4\_concerns to social worker’ letter sent: yes/no
* Copied to GP: yes/no
* Copied to any other professionals:
* Any further action required:

**WNB5**

* Clinician informed by reception no response from social worker: yes/no
* Contacted Trust Named Professionals for Safeguarding: yes/no
* Actions agreed: