

SAFEGUARDING REPORTING FORM

about this form and the person completing it

Your name: _____

Your contact number(s): _____

Your email address: _____

Ministry area (if relevant) _____

Date form completed: _____

I am reporting: An incident (something you witnessed)

A disclosure (something that someone told you)

A concern (something you noticed and were concerned about)

about the person or people you are concerned about or who were involved in the incident

Their name(s): _____

Their contact details(if known): _____

Are they a child or an adult? _____

Name/contact details parent/carer (where appropriate) _____

details of the incident/disclosure/concern What happened / was said / did you notice etc?
(Please continue overleaf if need be)

context of the incident/disclosure/concern Where / when / who else was present etc.?

time of incident/disclosure _____

date of incident/disclosure _____

action taken to ensure immediate safety, where relevant

other action taken or advice sought

name (printed) _____

signature _____

for office use only - form reference:

Safeguarding Reporting Form - notes for completion

About this form and the person completing it

Please complete all sections.

About the person or people we are concerned about or involved in the incident

When reporting a concern involving a child (anyone under the age of 18), please complete all sections.

When reporting a concern about an adult, the parent / carer details may not be required.

Whenever these details are recorded, please also include their relationship to the person involved.

Please insert additional lines as required.

Details of the incident/disclosure/concern

Please include as much relevant detail as you can.

When reporting a disclosure, please quote the individual word for word where possible.

Please also comment on their body language or any other non-verbal communication that might be useful.

When drawing conclusions, please include the evidence that has led to that conclusion.

Context of the incident/disclosure/concern

Please include as much relevant detail as you can.

Action taken to ensure immediate safety

Please provide details. If no action was required, please indicate by writing 'None'.

Other action taken or advice sought

If any advice was sought, please provide details including who you spoke to, their contact details and what advice was given or action that was taken.

Signature

Please ensure that you sign the form.