Logo, company name

Description automatically generated

Safeguarding Report Form

* This form should be used to record safeguarding concerns relating to children and/or vulnerable persons.
* In an emergency, please do not delay informing the police or social services.
* All the information must be treated as confidential and reported to the Designated Safeguarding Officer within one working day or the next working day if it’s a weekend.
* The form should be completed at the time or immediately following disclosure, but after all necessary emergency actions have been taken. Please complete the form as fully as possible.

|  |  |
| --- | --- |
| **Your details – the person completing the form** | |
| Name |  |
| Position |  |
| Telephone |  |
| Email |  |

|  |  |
| --- | --- |
| **Details of the person affected** | |
| Name |  |
| Address |  |
| Telephone |  |
| Email |  |

|  |  |
| --- | --- |
| Details of the incident (please describe in details using only the facts) | |
| For ease of recording and clarity you may wish to reflect these notes in bullet points   * Date & time of incident * Where did it take place * Who else was present * Who have you passed this information onto | |
| **Other present or potential witness** | |
| Name |  |
| Address |  |
| Telephone |  |
| Email |  |

|  |
| --- |
| **Additional relevant information**  **(please detail anything else that you believe to be helpful or important)** |
|  |

|  |  |
| --- | --- |
| I have completed this form and provided information that is factual | |
| Print name |  |
| Signature |  |
| Date |  |

[View the Sarum College Privacy Policy](https://www.sarum.ac.uk/privacy-policy/)

(www.sarum.ac.uk/privacy-policy)