

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

