

## **Safeguarding Report Form**

Concerns about, or allegations of, child/adult at risk of abuse

Please fill in the form below, including as much detail as possible, using additional pages if necessary.

| Date of report  |  |   | Date of incident |  |  |  |  |
|---|--|---|------------------|--|--|--|--|
|   |  | • |                  |  |  |  |  |
| 1. Your details - the person completing the form                            |  |   |                  |  |  |  |  |
| Name  |  |   |                  |  |  |  |  |
| Telephone   |  |   |                  |  |  |  |  |
| Email   |  |   |                  |  |  |  |  |
|   |  |   |                  |  |  |  |  |
| 2. Details of child/adult at risk (complete as much as you can)             |  |   |                  |  |  |  |  |
| Name  |  |   |                  |  |  |  |  |
| Age   |  |   |                  |  |  |  |  |
| Address   |  |   |                  |  |  |  |  |
| Telephone   |  |   |                  |  |  |  |  |
| Email   |  |   |                  |  |  |  |  |
|   |  |   |                  |  |  |  |  |
| 3. Details of the incident (please describe in detail using only the facts) |  |   |                  |  |  |  |  |
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|   |  |   |                  |  |  |  |  |

| 4. Action taken/advice given |                         |                |                    |                  |  |  |  |
|------------------------------|-------------------------|----------------|--------------------|------------------|--|--|--|
|                              |                         |                |                    |                  |  |  |  |
|                              |                         |                |                    |                  |  |  |  |
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|                              |                         |                |                    |                  |  |  |  |
|                              |                         |                |                    |                  |  |  |  |
| 5. Details of othe           | er people present/ pote | ential witness | ses                |                  |  |  |  |
| Name                         |                         |                |                    |                  |  |  |  |
| Telephone                    |                         |                |                    |                  |  |  |  |
| Email                        |                         |                |                    |                  |  |  |  |
|                              |                         |                |                    |                  |  |  |  |
| 6. Additional rele           | evant information (plea | ase detail any | ything else that y | ou believe to be |  |  |  |
| helpful or important         |                         |                |                    |                  |  |  |  |
|                              |                         |                |                    |                  |  |  |  |
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|                              |                         |                |                    |                  |  |  |  |
|                              |                         | ]              |                    |                  |  |  |  |
| Signed                       |                         |                | Print Name         |                  |  |  |  |
|                              |                         | I              |                    |                  |  |  |  |