

# Appendix 3: Safeguarding Report Form

Use this form to record any concern about the welfare of a child or vulnerable adult. Before completing the form contact your Safeguarding Officer (SO) (details can be found in the Safeguarding policies on the Community Centre website).

If you suspect a child or adult may be at risk of abuse or neglect, or you have received a disclosure of abuse from a child or adult, or you have heard about an allegation of abuse or witnessed abuse, you must report it to the SO as soon as possible.

Full name of individual you are concerned about (if known).

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If you don't have details of the individual please give any useful information you have.

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Date and time of this record.

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Why are you concerned?

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What have you been told, heard or observed, by who and when?

Please give a detailed and clear description, distinguishing fact from opinion and outlining the following:

- anything you have personally witnessed
- information from a third-party that is relevant but as yet unsubstantiated
- anything you have been told by the child or any other person. Be clear about who has said what.

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If an allegation has been made, give any details.

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Have you spoken to the child/vulnerable adult?  No  Yes

What did they say? Use their own words.

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Have you spoken to anyone else about your concern?  No  Yes Who?

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Is this the first time you have been concerned about this individual?  No  Yes

Further details

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Has any action already been taken in relation to this concern? (for example first aid)

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Name and position of the person this record was handed to:

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If this record has been handed to anyone other than the SO please explain why.

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Date and time this form was completed:

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Date and time this form was completed and handed to the SO:

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Your details

Full name .....

Position .....

Signature .....

If you have used additional sheets to complete this record of concern please staple them to this form and write the number of additional sheets here. ....

This form should be completed with the Safeguarding Officer

Action Taken by SO

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Name of SO .....

Signature .....

Date and Time .....

Notes and follow-up actions: