

**Safeguarding Concern Report**

*This form should be used to report safeguarding concerns relating to children and/or vulnerable persons. In an emergency please do not delay in informing the police and/or Social Services. All information must be treated as confidential and reported to the Designated Safeguarding Lead (Louise Goulden) within one working day (or the next working day if it is a weekend or Bank Holiday). 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.*

| **Date and time of incident/concern raised** |  |
| --- | --- |
| **Location of incident/concern raised** |  |
| **Details of person affected (name and contact details)** |  |
| **Incident/concern reported by** |  |
| **Others present/potential witnesses (contact details)** |  |
| **Safeguarding report completed by** |  |
| **Description of incident/concern** |  |
| **Any additional information** |  |

*For use by Designated Safeguarding Lead (or Deputy Safeguarding Lead)*

| **Date report reviewed** |  |
| --- | --- |
| **Stakeholders and/or external agencies the report will be shared with** |  |
| **Date report shared with trustees** |  |