

Confidential Safeguarding Reporting Form

Child / Vulnerable person subject of concern:

Full Name:

Date of Birth:

Gender:

Phone number:

Email:

Details of parent / support worker / carer of above named:

Full Name:

Phone number:

Email:

Details of individual / worker /attendee causing concern:

Full Name:

Gender:

Email:

Position of person causing concern:

Nature of concern: (The Allegation / Behaviour / Risk that is causing concern):

(Names of principle parties are essential. If you have not done so make a factual written record of your observations and any conversations - sign and date it)

Who have you spoken to about your concerns?	
Child / young person / adult who is vulnerable subject of concern / at risk:	Yes / No
Senior staff / line manager Position: Name:	Yes / No
Contact details of senior staff / line manager:	
Social Services	Yes / No
Police	Yes / No
Probation	Yes / No
Name / Position / Contact details of persons contacted:	
Initial Report compiled by:	
Signature:	
Date and time:	
Initial Action / Feedback:	
Name / contact details of person taking action:	
Position / Role:	
Date and time:	

Running Log of action taken / by whom	
Date	Action

- **A written record** of the event or conversation should be made as soon as is practicable (after the event or conversation but always within 24 hours.)
- **Who** is it about? (the names of all key people including any actual / potential witnesses)
- **What** happened? (use exact quotes where possible, in quotation marks)
- **How** did it happen? (for example, if someone is alleged to have assaulted a child, did they use an implement? Or was it a kick? Or a hit?)
- **Where** did it take place?
- **When** did it take place?
- **Why** did it happen? (this allows you to record any explanations offered to you by the people involved. It is not the place for your own analysis.)
- **What should happen next** (what action will follow, what are you going to do next what is X going to do next, making sure it is the diary in Y days time as a reminder)
- **Recording what did happen next and the checks made to ensure effective follow up** (did X do what they said they were going to do?).
- **Include the views / perspective of the child or vulnerable adult**
- **Analysis.** Designated Safeguarding Lead should analyse all the information gathered to decide the nature and level of the child's needs / the needs of the adult who is vulnerable and the level of risk, if any, they may be facing.
- **Records must always be dated and the author identified.**
- **Indexing.** The Safeguarding Lead should ensure that the records are able to be searched or indexed so that previous names and concerns can be easily retrieved.