

# 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 in informing the police or social services. All the information must be treated as confidential and reported to the Designated Safeguarding Officer immediately.

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:**

**Telephone Number:**

**Email:**

## Details of the Person making the disclosure:

**Name:**

**Address**

**Telephone:**

**Email:**

**Details of the disclosure (please provide as much accurate information as possible including the words used by the person making the disclosure):**

**Any other potential witnesses:**

**Name:**

**Address**

**Telephone:**

**Email:**

**Any additional relevant information you believe could be important or helpful:**

**I have completed this form and provided information that is factual and does not contain my own views or opinions on the matter.**

**Print Name:**

**Signature:**

**Date:**