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# Safeguarding reporting 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 reported to the Designated Safeguarding Officer within one working day or the next working day of it's a weekend.

This 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

## 1 Your details – the person completing the form

Name

Position

Telephone

Email

## 2 Details of the person affected

Name

Address

Telephone

Email



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**3** 1 Details of the incident ( please describe in detail using only facts)

**4** Other Present or potential witnesses

Name

Position

Telephone

Email

**5** Additional relevant information (please detail anything else that you believe to be helpful or important)



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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