

# SAFEGUARDING CONCERN REPORT FORM

*This form is to be used to record information in the light of an allegation, suspicion or disclosure of a potential safeguarding concern. Completing this record should not stand in the way of contacting Police or Children's Social Care in the event of an emergency or urgent safeguarding incident.*

*This form is used by staff and volunteers of Science Boost CIC to record and report safeguarding concerns. The Designated Safeguarding Lead (DSL) is Katie Marshall, contactable on 07852946743 or [katie@scienceboostfrome.com](mailto:katie@scienceboostfrome.com)*

*Somerset County Council outline their procedure for reporting concerns here:  
<https://www.somerset.gov.uk/education-and-families/report-a-child-at-risk/>*

<b>SECTION A - Completed by person raising concern</b>
<b>Name of the person completing this form:</b>
<b>Date and time of completing this form:</b>
<b>Your position or relationship to who your safeguarding concern is about:</b>
<b>Your telephone number:</b>
<b>Your address:</b>
<b>Name/names of person/s the safeguarding concern or incident is about:</b>
<b>Address (if known) of person the safeguarding concern is about:</b>
<b>Telephone number (if known) of the person the safeguarding concern is about:</b>
<b>Name and address of Parent, carer or guardian of the person the safeguarding concern is about:</b>
<b>Parent, carer or guardian telephone Number:</b>
<b>Age and Date of Birth of person the safeguarding concern is about (if known):</b>
<b>Date and time of any incident:</b>
<b>What have you seen or heard?</b>

<b>Has the alleged victim said anything to you?</b> <i>Do not lead or investigate – Just record factual details. Include as much detail as possible, continue on another sheet if required.</i>
<b>Any other relevant information:</b>
<b>Action taken by you:</b>

<b>SECTION B - Completed by Designated Safeguarding Lead</b>
<b>Has this concern been passed on to external agencies?</b> <b>If no, why not?</b>  <b>If yes, which agencies?</b> <ul style="list-style-type: none"><li>• <i>Police - 101 (or 999 in emergency)</i></li><li>• <i>Children's Social Care - 0300 123 2224    Emergency Duty team - 0300 123 23 27</i></li><li>• <i>Other (e.g. NSPCC)</i></li></ul>
<b>Name and contact number of external persons this has been reported to:</b>
<b>Email address this form has been sent to following reporting:</b>
<b>Details of advice from external persons:</b>

**Any further action taken by Designated Safeguarding Lead:**

**Signed by Science Boost Designated Safeguarding Lead:**

**Print name:**

**Date:**