

Reporting a safeguarding concern



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

SECTION A - Completed by person raising concern
Name of the person completing this form:
Date and time of completing this form:
Your position or relationship to who your safeguarding concern is about:
Your telephone number:
Your address:
Name/names of person/s the safeguarding concern or incident is about:
Address (if known) of person the safeguarding concern is about:
Telephone number (if known) of the person the safeguarding concern is about:
Name and address of Parent, carer or guardian of the person the safeguarding concern is about:
Parent, carer or guardian telephone Number:

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Age and Date of Birth of person the safeguarding concern is about (if known):
Date and time of any incident:
What have you seen or heard?
Has the alleged victim said anything to you? <i>Do not lead or investigate – Just record factual details. Include as much detail as possible, continue on another sheet if required.</i>
Any other relevant information: If you need to record any physical signs of abuse, please use the outlines below
Action taken by you:

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SECTION B - Completed by Designated Safeguarding Lead

Has this concern been passed on to external agencies?

If no, why not?

If yes, which agencies?

- *Police - 101 (or 999 in emergency)*
- *Children's Social Care - 0300 123 2224 Emergency Duty team - 0300 123 23 27*
- *Other (e.g. NSPCC)*

Name and contact number of external persons this has been reported to:

Email address this form has been sent to following reporting:

Details of advice from external persons:

Any further action taken by Designated Safeguarding Lead:

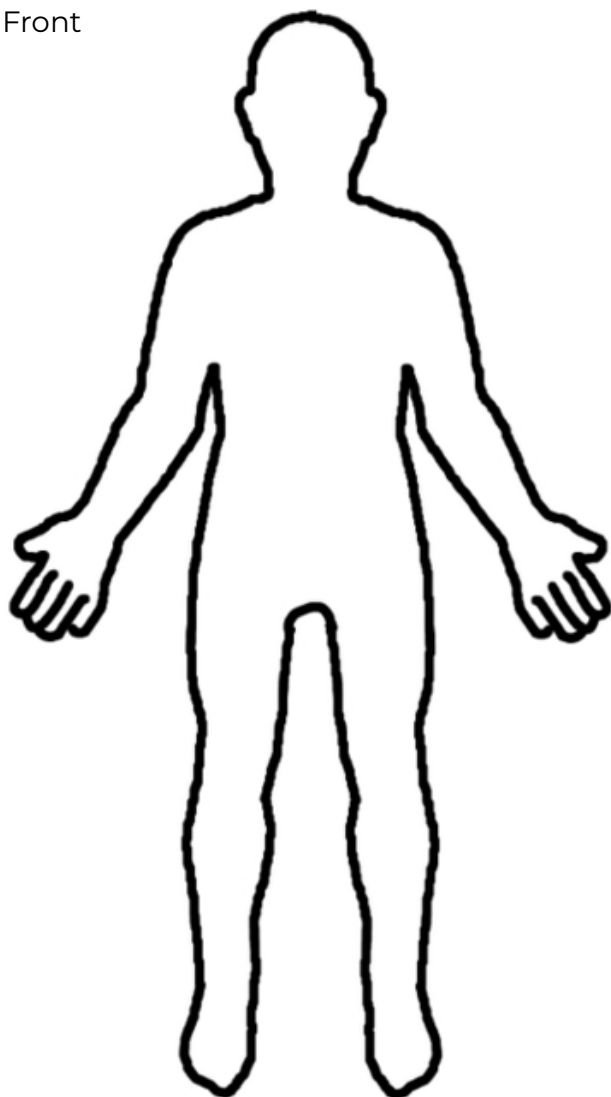
Signed by Science Boost Designated Safeguarding Lead:

Print name:

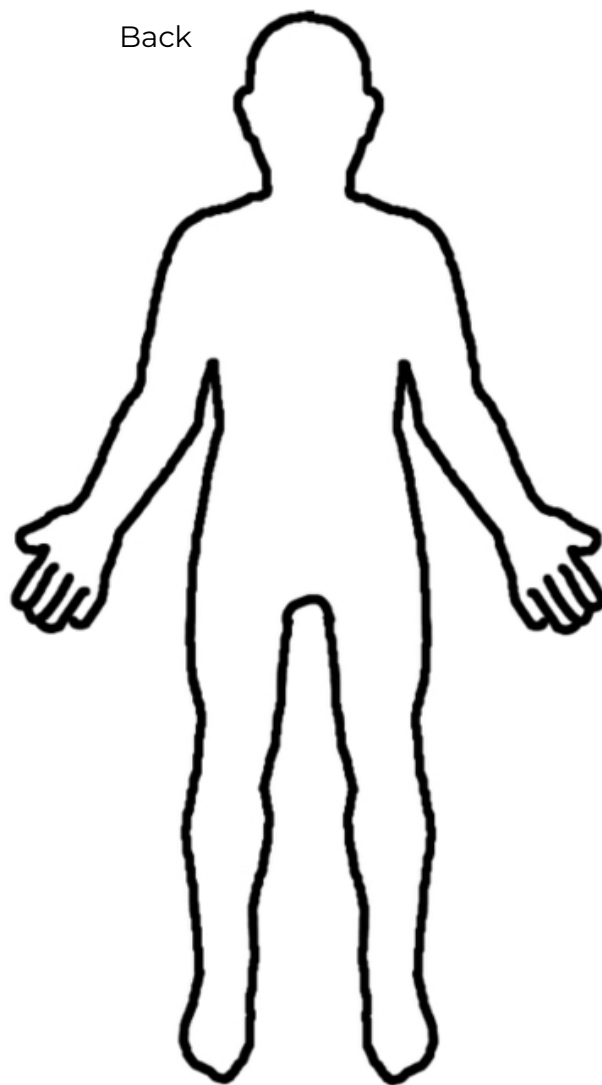
Date:

Signs of physical abuse record sheet/ Body map

Front



Back



Notes:

Signed:

Date: