## Reporting Safeguarding Concerns Form

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| **Date:** |

**Details of child and parents/carers**

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| Name of child/young person/ vulnerable adult: | | |
| Reason for reporting a concern. (Delete as appropriate).  This person is a child / young person / vulnerable adult.  This person is at risk of harm / at risk of harming others / at risk of involvement in extremist activity | | |
| Gender: | Age: | Date of Birth: |
| Ethnicity: | Language: | Additional Needs: |
| Individual’s status with the University: (delete as appropriate)  Student (Please Provide Student Number)  Staff Member (Please Provide Staff Number)  Scholars Programme Other WP Programme Work Experience  Other (Please specify) | | |
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| Name(s) of parent(s)/carer(s): | | |
| Address of child/ young person / vulnerable adult: If a student please include term time and home address. | | |
| Address of parent(s) / carers: | | |

**Person reporting incident**

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| --- | --- | --- | --- |
| Name: | Position: | Contact Details: | Date and time of incident (if applicable): |
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**Report**

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| **Are you reporting your own concerns or responding to concerns raised by someone else? (delete as appropriate)**  Report own concerns  Responding to concerns raised by someone else |
| **If you are responding to concerns raised by someone else, please provide their name and position within the organisation:**  **Please provide details of the incident or concerns you have, including times, dates, description of any injuries, whether information is first hand or the accounts of others, including any other relevant details:** |
| **The child’s account/perspective:** |
| **Please provide details of anyone alleged to have caused the incident or to be the source of any concerns:** |
| **Provide details of anyone who has witnessed the incident or who shares the concerns:** |
| **Are you aware of any previous incidents or concerns relating to this child and of any current risk management plan/support plan? If so, please provide details:** |
| **Summary of discussion with supervisor / manager**: |

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| **Signed** | **Dated** | **Name and position** |
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| **Referred to Designated Safeguarding Contact** | **Date** |