



## Safeguarding Report Form

This form should be used to record safeguarding concerns relating to Vulnerable Adults and Children. 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 person within one working day or the next working day if it's a weekend.

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 and save in the Helpline folder on Sharepoint.

<b>1</b>	Your details – the person completing the form	
Name:		
Position:		
Telephone:		Email:

<b>2</b>	Details of the person affected	
Name:		
Address:		
Telephone:		Email:

<b>3</b>	Details of the incident (please describe in detail using only the facts and time frames)	

<b>4</b>	<b>Details of the person you referred on to i.e. duty officer adult social care</b>	
Name:		
Address:		
Telephone:		Email:

<b>5</b>	<b>Additional relevant information/ follow up notes</b>

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:

Please remember to update the SF record of the person this form pertains to following the Salesforce process – “Safeguarding process for SF”