

Reporting a Safeguarding Incident - form

Thank you for reporting your concerns. Please complete this form with all available information to assist us in assessing and investigating a Safeguarding Incident. We understand that you may not have all the information available,

About the person at risk	
Name	
Age	
Address/location	

About your concern			
Where did the concern come from?	It happened to me <input type="checkbox"/>	I observed or suspect it <input type="checkbox"/>	A child or vulnerable adult disclosed it to me <input type="checkbox"/>
What is your concern?			
Please provide information regarding the nature of your concern or disclosure			

<p>Please provide date(s); time(s) and place(s) of any incidents</p>	
<p>Please provide any observations made by you (e.g., emotional state, any physical evidence, injuries)</p>	
<p>Any other relevant information? (e.g., disability)</p>	
<p>Were other community members involved or aware (or said to be involved or aware)? YES/NO</p> <p>If YES, please provide further information)</p>	

<p>Are you aware of any future immediate risk of harm to the individual?</p>	
<p>Have you reported this risk to parents or caregivers or any other personnel or agencies? If so, please give details of who</p>	
<p>Time and date of reporting</p>	
<p>Advice given/ action taken</p>	

About you

You may remain anonymous if you wish but providing your contact details and information will help us with any investigation and will allow us to provide you with the findings of the report and actions taken.

Name	
Contact details	
Address	
What is your connection to SFLG?	
What is your relationship to the person that you are concerned about?	
Are you willing to be contacted further about the report you have made?	

Thank you very much for taking the time to advise us of your concerns and or disclosure. Your communication will be acknowledged within 48 hours, treated with the strictest confidence and your disclosure or concern will be investigated by the Designated Safeguarding Lead and / or Trustee of SFLG who has been appointed to deal with such matters. Please email a copy of this form to safeguarding@stfrancisleprosy.org