Safeguarding Reporting Form

THIS IS NOT A MANDATORY FORMAT FOR REPORTING, BUT IT DOES PROMPT THINKING ABOUT WHAT IS AND IS NOT APPROPRIATE TO RECORD.

TO USE THIS FORMAT, OPEN A NEW DOCUMENT IN WORD, HIGHLIGHT AND COPY THE TABLE BELOW (CTRL+C) AND PASTE INTO THE NEW DOCUMENT (CTRL+V).

| **URBAN COMMUNITY PROJECTS** | **SAFEGUARDING REPORT FORM** |
| --- | --- |
| **1. Reporter’s details**  |  |
| Organisation  | Urban Community Projects |
| Telephone number | 020 7998 3750 |
| Email | **Safeguarding Lead Officer, delete or add as appropriate:**rasheeda.graham@urbancommunityprojects.org.uk, info@urbancommunityprojects.org.uk   |
| Date and time that concern was reported to Safeguarding Lead |  |
| Name of person raising the concern |  |
| Role at UCP |  |
| Contact details |  |
| **2. Details of Person at Risk (if not known just put “not known”)** |  |
| First name |  |
| Surname |  |
| DOB |  |
| Ethnicity |  |
| Any disabilities |  |
| Gender |  |
| Home address |  |
| Contact Number |  |
| Does / did this person have a named social worker |  |
| **3. Details of any person(s) who may be suspected of abuse (if not known, just put “Not known”** |  |
| First name |  |
| Surname |  |
| Connection with UCP |  |
| DOB |  |
| Home address |  |
| **4. What happened?** |  |
| Date of alleged incident or concern |  |
| Who said or did what that created a cause for concern? |  |
| What was said or done that created a cause for concern? |  |
| Where is it alleged that this took place?  |  |
| **5. Follow up**What course of action was decided upon by the Safeguarding Lead Officer |  |
| This form has been copied from UCP’s Safeguarding Children and Young People Policy and Procedures.It has been completed by the safeguarding Lead Officer, in consultation with the person raising a cause for concern. Written permission from either UCP's Chair, Chief executive Officer or Administrator should always be sought before copying, sharing or discussing the contents of this form. |