|  |  |
| --- | --- |
|  | **Safeguarding Concern Sheet** |
|  |  |
|  | **Name of Child/Vulnerable Adult:** |
|  |  |
|  | **Date & time of incident**:......................................................................... |
| **Group/Venue:** | **Name of person reporting incident:** |
| ..................................................................................... | ................................................................................................................ |



**Details of Incident/Concern raised**:...................................................................................................................................................

...........................................................................................................................................................................................................

...........................................................................................................................................................................................................

...........................................................................................................................................................................................................

...........................................................................................................................................................................................................

..........................................................................................................................................................................................................



Initial Action Taken:............................................................................................................................................................................

...........................................................................................................................................................................................................

...........................................................................................................................................................................................................

...........................................................................................................................................................................................................

..........................................................................................................................................................................................................



Discussion with Safeguarding Officer:................................................................................................................................................

...........................................................................................................................................................................................................

...........................................................................................................................................................................................................

...........................................................................................................................................................................................................

...........................................................................................................................................................................................................

...........................................................................................................................................................................................................

...........................................................................................................................................................................................................

...........................................................................................................................................................................................................



**Plan of action:**...................................................................................................................................................................................

...........................................................................................................................................................................................................

...........................................................................................................................................................................................................

...........................................................................................................................................................................................................

...........................................................................................................................................................................................................

...........................................................................................................................................................................................................

...........................................................................................................................................................................................................

Signed:

Person Reporting Incident:..................................................................... Safeguarding Officer:........................................................

Date:.................................. Date:......................................

**Outcome**:...........................................................................................................................................................................................

...........................................................................................................................................................................................................

...........................................................................................................................................................................................................

...........................................................................................................................................................................................................

...........................................................................................................................................................................................................

...........................................................................................................................................................................................................

...........................................................................................................................................................................................................

...........................................................................................................................................................................................................