

## Reporting a Safeguarding Concern form

Please fill this form in and give it to the Safeguarding Officer.

Be as factual as possible.

Write down all the details that you remember.

|                                  |                         |
|----------------------------------|-------------------------|
| <b>SAFEGUARDING TEAM DETAILS</b> |                         |
| <b>Safeguarding Officer</b>      | Gill Denham             |
| <b>Email address</b>             | Safeguarding@ecn.org.uk |

|                          |  |
|--------------------------|--|
| <b>YOUR DETAILS</b>      |  |
| <b>Name:</b>             |  |
| <b>Date:</b>             |  |
| <b>Telephone number:</b> |  |
| <b>Email address:</b>    |  |

|  |  |
|--|--|
| <b>WHO?</b>  |  |
| <b>Name of person you are concerned about:</b>         |  |
| <b>Do they know that you are raising this concern?</b> |  |
| <b>Are they an adult or a child?</b>                   |  |
| <b>Time and date of disclosure:</b>                    |  |

|  |  |
|--|--|
| <b>WHAT?</b>                             |  |
| <b>What happened that concerned you?</b> |  |
|  |  |
| <b>WHERE?</b>                            |  |
| <b>Where did this happen?</b>            |  |
| <b>WHEN?</b>                             |  |
| <b>When did this concern happen?</b>     |  |

Date of completion:

Signature of person completing the form: