**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.

|  |  |
| --- | --- |
| **SAFEGUARDING TEAM DETAILS** |  |
| **Safeguarding Officer** | Gill Denham |
| **Email address** | Safeguarding@ecn.org.uk |

|  |  |
| --- | --- |
| **YOUR DETAILS** |  |
| **Name:** |  |
| **Date:** |  |
| **Telephone number:** |  |
| **Email address:** |  |

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

PTO

|  |  |  |
| --- | --- | --- |
| **WHAT?** | |  |
| **What happened that concerned you?** | |  |
|  | | |
| **WHERE?** |  | |
| **Where did this happen?** |  | |

|  |  |
| --- | --- |
| **WHEN?** |  |
| **When did this concern happen?** |  |

Date of completion:

Signature of person completing the form: