Safeguarding Reporting Form

This form is to be used to record an incident, disclosure or other signs or indicators relating to abuse or neglect of a child, young person or adult at risk.

If you have any questions about how to report something or whether your concern should be reported please contact Bronwen ([b.eastaugh@qmul.ac.uk](mailto:b.eastaugh@qmul.ac.uk)) who will be able to support you as the Students’ Union Nominated Safeguarding Officer.

A child or young person is anyone under the age of 18.

Refer to Students’ Union Safeguarding Children and Safeguarding Adults at Risk Policies and Procedures for further information on types of abuse and neglect and for more detailed information on the meaning of adult at risk. These can be found at [qmsu.org/governance/](https://www.qmsu.org/governance/)

You should fill this form in as soon as possible after an incident, disclosure or identification of signs or indicators relating to abuse, this can be done electronically or by hand.

Please write as clearly as possible if filling out by hand.

Once completed you can either:

* E-mail directly to Bronwen Eastaugh, [b.eastaugh@qmul.ac.uk](mailto:b.eastaugh@qmul.ac.uk) (Students’ Union Nominated Safeguarding Officer); or
* Hand it in to a Students’ Union reception desk (Students’ Union Hub Reception, BLSA Reception or QMotion Reception) who will pass it directly to the Nominated Safeguarding Officer or other relevant contact.

Your Details

|  |  |
| --- | --- |
| **Full name:** |  |
| **Position/volunteer role:** (e.g. Project Play Volunteer, Community Foundation Sports Coach) |  |
| **Mobile Number:** |  |
| **Email Address:** |  |

Details of Individual the safeguarding concern relates to:

|  |  |
| --- | --- |
| **Name:** |  |
| **Gender:** |  |
| **Date of birth (if known) or age** |  |

Incident, Disclosure or Indicators Details

Details of incident, disclosure or other signs or indicators relating to abuse or neglect of a child, young person or adult at risk.

|  |  |
| --- | --- |
| **Date:** |  |
| **Time approx:** |  |
| **Location:** |  |

Facts and Observations

You should note down here anything that happened or was observed, examples are given below:

* the date and time of any incident, disclosure or noting of signs or indicators;
* the appearance and behaviour of the child or young person, and details of any injuries;
* if any staff member or volunteer witnessed an incident, details of what they saw
  + Information from another person should be clearly attributed to them.

This must be factual and not include any opinions.

What Was Said?

Exact details of anything said by the child, young person or adult at risk, using their own exact words wherever possible.

|  |  |
| --- | --- |
| **Signed:** |  |
| **Date Completed:** |  |
| **Date Submitted:** |  |