**QMSU Safeguarding Children**

**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. Please write as clearly as possible.

Refer to section 8.8 of QMSU’s Safeguarding Children Policy and Procedure.

**Your details**

|  |  |
| --- | --- |
| **Activity Group/Area:** |  |
| **Name:** |  |
| **Position:** |  |
| **Mobile Number:** |  |
| **Email Address:** |  |

**Children’s details**

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

**Activity details**of Incident, Disclosure or Noting of other signs or indicators relating to Abuse or Neglect of a Child.

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

**Facts and Observations**continue overleaf or on a separate piece of paper if needed.

**What was said?**by the child, by you, or by others relevant, using exact words where possible.   
Continue overleaf or on a separate piece of paper if needed.

**Action taken so far**

|  |  |
| --- | --- |
| **Signed:** |  |
| **Date:** |  |

**This form must be passed immediately to the QMSU Hub Reception or BLSA Box Office Reception who will notify the QMSU Safeguarding Officer, Alvin Ramsamy (**[**a.ramsamy@qmul.ac.uk**](mailto:a.ramsamy@qmul.ac.uk)**)**

**Queen Mary Students’ Union Hub, 329 Mile End Road, E1 4NT, 0207 882 8030**

**BLSA Box Office, BLSA Building, Newark Street, London, E1 2AT, 0207 882 7368**