

# Safeguarding Reporting Form



**Child, young person or adult at risk's name:**

**Date of birth:**

**Address (if known):**

**Your name:**

**Role:**

**Date:**

**Please detail your concerns – try to be as factual as possible e.g. who, where and what happened? Include date and time of the incident (if applicable) and if there were any witnesses present.**

**Has anybody been named as the alleged abuser? If yes, give details e.g. name, address and date of birth if known.**

**Have you spoken to the child, young person or adult at risk - what is their perspective and what would they like to happen (if applicable).**

**Have you spoken to parents or primary carer about your concerns, and do you have their consent to make a referral if necessary? If not, reason why.**

**Any other details you feel might be relevant.**

**Part 2 - For use by the Safeguarding Leads**

**Date and time received:**

**Any advice sought? Provide details of who and when:**

**Action taken e.g. referral to children's social care / early help services / another service:**

**Date and time referral made:**

**Please detail any further actions, if any, that have been taken:**

Email this form within 24 hours to: [safeguarding@kentwildlife.org.uk](mailto:safeguarding@kentwildlife.org.uk)

NOTE: Confidentiality must be maintained at all times.

Information must only be shared on a "need to know" basis i.e. only if it will protect the child/adult at risk.

Do not discuss this incident with anyone other than those who need to know.