

## Safeguarding Concerns Report Form

<b>Name of Child/ Vulnerable Adult (if known)</b>		<b>Age and D.O.B (if known)</b>	
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<b>Name of Centre/Centre No and Centre Tel No. OR City &amp; Guilds location</b>			
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<b>Name of person whose behaviour is causing concern</b>		<b>Their work role</b>	
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**Are you reporting** (please tick as appropriate):

**a)** your own concerns

or

**b)** concerns raised with you by someone else

If so, by whom? .....

**Description of what has prompted concerns about a child/ vulnerable adult (please include details of any specific incident, date, times)**

Have you or anyone else spoken with the child/ vulnerable adult and/or parents/carers/other adult, OR with the person against whom the allegation has been made OR your manager **(please delete as appropriate)**.  
If so, what was discussed?

<b>To whom reported</b>		<b>Date and time</b>	
<b>Your name</b>			
<b>Your position</b>			