

# Thames Festival Trust

## Safeguarding Report Form

This form should be used to record safeguarding concerns relating to Children, Young People and/or Vulnerable Adults. All the information must be treated as confidential and reported to the Designated Safeguarding Officer within one working day, or the next working day if it's a weekend.

The form should be completed at the time or immediately following disclosure. Please complete the form as fully as possible. **In an emergency please do not delay in informing the police or social services.**

### 1 Your details (person completing the form)

Name	<input type="text"/>		
Position	<input type="text"/>		
Telephone	<input type="text"/>	Email	<input type="text"/>

### 2 Details of the person affected

Name	<input type="text"/>		
Location	<input type="text"/>		
Date of Incident	<input type="text"/>	Time of Incident / Disclosure	<input type="text"/>

### 3 Account of the disclosure / incident (please transcribe in detail using only the facts)

**4** Additional relevant information eg:

1. Any visible injuries if applicable
2. Details of any action you have taken eg informed a teacher, contacted NSPCC etc.

I have completed this form and provided information that is factual and does not contain my own views or opinions on the matter.

Print name

Signature

Date