

Safeguarding Concern Form

This form should be provided to the Designated (or Deputy) Safeguard Lead within 24 hours of the suspected abuse or concern being identified

Section 1 to be completed by the person raising the concern				
Date				
Service client is accessing				
Charitylog Number (if applicable)				
Name of the person at risk				
Address of person at risk				
Does the person at risk have a carer/guardian or parent (tick)	Yes		No	
If yes please add name and address of carer/guardian or parent				
Concern identified by				
Date concern identified				
Time of day				

Location where concern was identified	
Description of the incident or concern observed <i>Consider if there are any witnesses or other people involved?</i> <i>Use the language of the person reporting this to you where possible</i>	

Date concern or incident reported to Manager/DSL				
Name of Manager or DSL Report to				
Advice provided				
Concern raised via local authority portal?	Yes		No	
If yes please record date, time of submission to portal	Date		Time	
Do you have receipt of submission?	Yes		No	
Has this been provided a copy of the receipt to DSL	Yes		No	
If the concern has not been raised to Local Authority Safeguarding team, please provide details as to why no further action has been taken				

Section 2 to be completed by Designated Safeguarding Lead				
DSL Name				
Confirm safeguarding concern has been added to the safeguarding records log to generate a SGL Ref No				
Confirm SGL Ref No has been listed within the clients Charitylog Record in History and Risk Assessment Tab to alert staff working with this client in future				
Does this safeguarding concern require reporting on the Network Partner Portal?				
Was any feedback received from the Local Authority or other parties that the concern was raised to?	Yes		No	
If yes please provide details				
Have you carried out a debrief of the safeguarding event	Yes		No	
As a result of the debrief, is there any change required to policy or procedure or any learning that can be implemented to reduce the likelihood of the situation arising again?				
DSL Signature				
Date				