

Record of safeguarding concern and actions

This form will be used by members of staff or volunteers to record:

- disclosures of abuse by
- suspected abuse of
- potential harm to an adult at risk

The completed form should be sent to the Operations Manager who will liaise with the Trustees.

This record will ask you for details of:

- the person raising the concern
- the vulnerable adult
- the allegations

It will also be used to capture:

- A record of decision-making
- If reporting, details of the person receiving the referral (if reporting)

TO BE COMPLETED BY THE PERSON RAISING THE CONCERN	
Date the concern is being raised:	
Reference number (to be added when the concern is added to the log):	
Details of the person raising the concern	
Your name:	Your position:
Place of work:	Contact phone number:
Details of adult at risk	
Name:	
Contact details:	

Date of birth (if known):
Other relevant details about vulnerable adult/adult at risk: <i>E.g. What marks this person as vulnerable, type of accommodation, family circumstances, support networks, physical and mental health, any communication</i>

<i>difficulties.</i>	
Care giver/significant other/next of kin:	
Name:	
Address/contact details:	
Details of the allegations	
Summary of the nature of allegation/observation:	
Details of person alleged to be inflicting harm/abuse (<i>current whereabouts/likely movements in next 24 hours if known</i>):	
Is the alleged perpetrator also a vulnerable adult/adult at risk? Y/N	
Date and time of any specific incident?	
Details of the allegation/your observations State exactly what you were told / observed and what was said. Use the persons own words as much as possible:	
Are you aware of any previous concerns or incidents reported?	
Summary of information given to the vulnerable adult/adult at risk:	
Expectations/wishes of vulnerable adult/adult at risk, if known:	
Action taken so far:	
Signed:	Date
Print name:	

TO BE COMPLETED BY THE OPERATIONS MANAGER

Details of contact with person raising the concern

Details of contact with person raising the concern

Date the concern was raised?

Sports Traider Charity
Record of safeguarding concern and actions
March 2019

Did the person raising the concern complete this form, or did you complete it on their behalf?

Is the person raising the concern sending any additional documents?

Details of contact with Trustee

Which Trustee did you report this to?

What date did you report this to a panel member?

TO BE COMPLETED BY THE TRUSTEE

Record of decision-making

Trustees involved:

Permission given by vulnerable adult/adult at risk to refer to relevant external agencies? Y/N?

Decision to refer / not to refer with reasons and any other non-referral actions taken (such as signposting, offer of further support, etc. Include dates and times of actions taken.):

If reporting, details of the person receiving the referral

Name:

Position:

Contact details:

Details of undertaking made by safeguarding agency:

Have you informed the adult at risk that this referral has been made? Y/N?

Signed:

Date

Print name:

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