

# Fraser Hall Safeguarding Concern Report Form

*Use this form to record any safeguarding concern, however trivial. This form should be completed by the Safeguarding Lead for your organisation and forwarded **immediately** to the named Safeguarding Lead for Fraser Hall. If you do not have a Safeguarding Lead, this form will be completed by the Fraser Hall named Safeguarding Lead. Answer every question; **continue on a blank sheet if necessary.***

**Report ref no.**

(Fraser Hall Safeguarding Lead to complete)

## Details of person at risk

Name of person

Age and  
DOB:

Home address

Details  
(including telephone number and address) of Parent/Guardian or Carer

## About You (the person filling in this form)

Your name

Position

Organisation, group etc.

Date

## About the safeguarding concern

Date and time of concern

Date and time that concern came to your notice.

If this incident/concern has also been reported in the Fraser Hall Incident/Accident Report Book, insert the report number here.

Are you reporting your own concern, or one raised by someone else?

<p>Please provide details of the concern you have including dates, times, descriptions of events, full names and whether the information is first hand or the accounts of others.</p> <p><b>Note: If you have already reported this information on an Incident/Accident Report, simply write 'See Inc/Acc Report' (insert number)</b></p>	
<p>The person at risk's account (if applicable).</p>	
<p>Provide details of the person of concern or causing harm (if known) include physical appearance, clothing, distinguishing features.</p>	
<p>Provide details of any witnesses to the concern.</p>	

Provide details of any previous incidents or concerns relating to this person (if known)	
<b>Actions:</b> Please state the immediate actions if any that you took in response to this concern.	
<p>Note: If you have already reported this information on an Incident/Accident Report, simply write 'See Inc/Acc Report' (insert number here)</p>	
<b>People Contacted</b>	
<p><i>You must pass this form <b>immediately</b> to the named Fraser Hall Safeguarding Lead. Give details below of any other people, including Police, Social Services, Health, support services etc that you have communicated this concern to – give name, position, contact details, and the date and time that you contacted them:</i></p>	
<p>Please scan and forward this form to the Fraser Hall Safeguarding Lead at <a href="mailto:safeguarding@fraserhall.uk">safeguarding@fraserhall.uk</a>  Please also ring the Fraser Hall Safeguarding Lead Sam Jebb on 07795682533 to inform her to expect an email or to arrange handing over a paper copy if you are unable to scan and email the Safeguarding Concern Report.</p>	
<b>Declaration:</b> I have completed all sections of this form to the best of my knowledge.	
Signature  Date	