



**SAFEGUARDING CONCERN REPORTING FORM (STUDENTS AND STAFF)**

*(This form is for the reporting of a safeguarding concern only)*

Please note staff filling out this form should be **“Safeguarding Officers”** only.

All other staff should report the safeguarding concern to the Safeguarding Officer.

Name of the person filling up the form: \_\_\_\_\_  
Email: \_\_\_\_\_ Tel: \_\_\_\_\_

1. Name of the student involved \_\_\_\_\_

2. I.D Number of the student involved \_\_\_\_\_

3. Address of the student: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Date of the birth of student ( if known) \_\_\_\_\_

5. Date of Incident/Disclosure/ Allegation: \_\_\_\_\_  
*(dd / mm / yyyy)*

6. Time of Incident / Disclosure / Allegation: \_\_\_\_\_

7. Description of safeguarding concern \_\_\_\_\_  
*(Please see: Safeguarding Policy)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. Which category do you feel the safeguarding concern falls into:

***(Please select one category to identify main reason)***

- a. Physical abuse and violence
- b. Verbal abuse and insults
- c. Sexual abuse and harassment
- d. Emotional abuse
- e. Financial exploitation
- f. Bullying and harassment
- g. Exposing children / vulnerable adults to inappropriate materials such as pornography, violent films /cruelty
- h. Allowing children / vulnerable adults to be present when others are taking drugs or consuming high levels of alcohol
- i. Female Genital Mutilation
- j. Domestic violence
- k. Forced marriage *(It is important to distinguish between “forced” marriage and “arranged” marriage; the latter involves a degree of choice).*
- l. ‘Honour’ based violence
- m. Other

9. Which other categories do you feel the safeguarding concern falls into:

- a. Physical abuse and violence
- b. Verbal abuse and insults
- c. Sexual abuse and harassment
- d. Emotional abuse
- e. Financial exploitation
- f. Bullying and harassment
- g. Exposing children / vulnerable adults to inappropriate materials such as pornography, violent films /cruelty

- h. Allowing children / vulnerable adults to be present when others are taking drugs or consuming high levels of alcohol
- i. Female Genital Mutilation
- j. Domestic violence
- k. Forced marriage (*It is important to distinguish between "forced" marriage and "arranged" marriage; the latter involves a degree of choice*).
- l. 'Honour' based violence
- m. Other

10. Action taken in relation to safeguarding concern \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Safeguarding concern has been discussed with:
- a. Local Safeguarding Officer
  - b. Head of Department
  - c. Line Manager