

Safeguarding reporting form

This Safeguarding form should be used to record safeguarding concerns relating to children/or vulnerable persons. In an emergency, please do not delay in informing the police or social services. All the information must be treated as confidential and reported to the designated Safeguarding officer as soon as possible. The form should be completed at the time or immediately following disclosure, but after all necessary emergency actions have been taken. Please complete the form as fully as possible.

1	Your details - The person completing the form		
Name			
Position			
Telephone	Email		

2	Details of the person affected		
Name			
Address			
Telephone	Email		

3	Details of the incident		

4	Other person or potential witness		
Name			
Address			
Telephone	Email		

5	Additional relevant information (Please detail anything else that you believe to be helpful or important)		

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

Print Name	Signature
Date	



Yorkshire Academy of
Creative Arts & Dance