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| **Just A Drop SAFEGUARDING REPORTING FORM** | |
| The information in this form is confidential. It should be used to report concerns in accordance with Just a Drop’s Safeguarding Policy. In the first instance it should be emailed to [safeguarding@justadrop.org](mailto:safeguarding@justadrop.org). It will be held in a safe and secure place in accordance with Data Protection requirements.  Please try to fill in as much of the form as possible, but leave blank those areas for which you have no knowledge. If you are raising a general concern about behaviour that you have observed then please make this clear. | |
| Part One: About the complainant | |
| Complainant name |  |
| Position |  |
| Part Two: About the concern | |
| Date(s), time(s) and location(s) of any incident(s): | |
| Nature of concern / allegations | |
| Any other information: | |
| Witnesses:  *Names and contact information* | |
| About the alleged perpetrator:  *If appropriate record as much detail as possible about the alleged perpetrator, including name, job title, organisation, address, age, sex and physical description.* | |
| External agencies contacted (if any) – date and time of contact and advice received: | |
| Action taken: *Include any immediate security measures* | |

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| Part Three: Report completed by | |
| Name |  |
| Position/Organisation |  |
| Signed |  |
| Time and Date |  |
| Part Four: Resolution | |
| Name |  |
| Position |  |
| Signed |  |
| Time and Date |  |
| Outcome | |

**Guidance on recording information**

* Any concerns, allegations or disclosures should be written down as soon as possible.
* Records should be signed and dated.
* It is very important that staff and others do not promise confidentiality to an adult disclosing concern about another adult or information about their own behaviour. Staff and others must make it clear that they are obliged to follow the procedure and explain the possible outcomes that may result from information being given to them.
* Records should be detailed and precise. They should focus on what you and the other person said, what was observed, who was present and what happened. Speculation and interpretation should be clearly distinguished from reporting.
* Any concern, disclosure or allegation is alleged rather than proven at this point.

All such reports should be treated as confidential. They should be passed only to the persons specified in the reporting model above. It is the responsibility of each individual in possession of the information to maintain confidentiality. In certain instances, there will be the obligation for staff and others to report concerns to the appropriate external bodies. This will usually occur as a consequence of the reporting procedure, however if urgent action is required in order to protect children then it may be prior to the reporting procedure.