

### 1.3 Safeguarding Report Form (Report needs to be typed and submitted by email)

Fill out this form immediately you have a concern about a child's safety or welfare and report it to the Secondary Safeguard Lead (SSL) Primary Safeguard Lead (PSL) or Head of School. Write as much information as you can.

If you have made handwritten notes, for clarity and ease of reference, type them up into this document and keep your original notes somewhere safe. The handwritten notes can be scanned and sent electronically in addition to this form. There is no set length to this form; use as much space as you need. When your notes are complete, print and sign the form and give a copy by hand and send a copy by email to the relevant safeguard lead.

Full name of student, their nickname. If known, their tutor group.
Date of Incident:
Time of Incident:
Place of Incident:
Name and position of teacher reporting incident:
Names and positions of other staff present:
Date incident form submitted:
<p><b>Before proceeding, have you / did you reassure the student that you are there to help them, that you believe them, but you cannot guarantee absolute confidentiality? Have you explained that you may need to pass the information on to the Designated Safeguarding Lead, PSL or SSL who will ensure the correct action is taken?</b></p> <p style="text-align: center;"><b>Yes</b> <span style="margin-left: 150px;"><b>No</b></span></p>
<p>Ask the student to explain their concern or allegation and record details of the matter in the space below. Use a separate sheet if necessary and then attach to the form (Guidance to be deleted) Ensure you provide as much detail as possible and consider:</p> <p>What happened and to whom</p> <p>Where this happened</p> <p>Names of all individuals involved Times and dates of incident(s)</p> <p>Where there is an injury offer referral for medical assistance in school or beyond but where possible seek assistance from a safeguard lead (evidence may be required eg a photo taken by an appropriate adult).</p>
<p><b>Signed Please sign this document and give it to a Safeguard Lead (in their hand) at the earliest possible opportunity (keep a copy for your records and additionally email a copy as an attachment to the appropriate SL)</b></p>