



Safeguarding Concern Form

Use this form to record any safeguarding concern, however trivial. Forward it **immediately** to Lead Safeguarding Officer. Answer every question; continue a blank sheet if necessary.

Email: safeguarding@thinkactive.orgs

Lead Safeguarding Officer – Kerry Luckett: 07885 200 473

Deputy Safeguarding Officer – Jen Enemy-Green 07885 200470

Report ref no.
(internal use)

Details of person at risk

Name of person

DOB:

Service (or home address)

About You (the person filling in this form)

Your name

Job title

Service

Date

About the safeguarding concern

If this incident/concern has also been reported on an Incident/Accident Report, attach the Report appropriate reference.

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

If you are raising a concern made by someone else, please provide their full name, status, and contact details

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.

The person at risks account (if applicable).
Include what they want the outcome to be

Provide details of the person causing harm (if known)	
Provide details of any witnesses to the concern	
Provide details of any previous incidents or concerns relating to this person (if known)	
Actions: Please state the immediate actions you took in response to the concern:	
Note:	
People contacted	
<p>You must pass this form immediately and confidentially to the Think Active CSW lead safeguarding officer (follow order of reporting if lead is not available). The lead safeguarding officer will then inform external people as necessary. You should only contact people outside Think Active CSW to deal with an immediate emergency (for example, police or ambulance service).</p> <p>Give details below of any people outside Think Active CSW that you have communicated this concern to – give name, position, contact details, and the date and time that you contacted them:</p>	
Declaration: I have completed all sections of this form to the best of my knowledge	
Signature	