

Cause for Concern Form

Safeguarding Template

URBAN
SAINTS

Please use this form to note down details about a concern/disclosure or incident, to be passed onto your Safeguarding Lead/Coordinator.

A volunteer or worker receiving a disclosure of abuse or has a concern about the welfare of a child/adult should **immediately speak to the Designated Safeguarding Lead/Coordinator** (or the Deputy if the Lead is not available).

If the Safeguarding Coordinator or their Deputy are not contactable, call Thirtyone:Eight for advice on 0303 003 11 11 (or follow your own protocol). In an emergency contact the emergency services/make sure child is immediately safe.

Notes about the disclosure/concern or incident should be taken using this form by the volunteer/worker who received the disclosure/concerns and passed to the Safeguarding Lead/Coordinator as soon as possible.

Details of the volunteer/worker who received the disclosure/had the concerns, and is completing this form:

Name _____

Email _____ Phone No. _____

List contact details of any other people who witnessed the disclosure/concerns:

Details of the child/adult who made the disclosure, or about whom you have concerns:

Their full name _____ Age/D.O.B _____

Address (if known) _____ Postcode _____

Name of Parent/Carer (if known) _____

Phone number of Parent/Carer (if known) _____

Where did the disclosure/concern/incident take place?

Date _____ Time of occurrence _____

Give brief details about what led up to the disclosure/concerns:

Give details of the actual disclosure/concerns – write down exactly what was said, and by whom, as far as possible:

Give details of the actions taken so far, including any advice sought, and add details of any relevant contacts:

Give details of any previous concerns or relevant information about the child or family. E.g. additional needs, social care involvement or other information.

Name of the Safeguarding Coordinator to whom this form is being passed:

When you have completed all sections of this form:

- Check it through to make sure it is readable and understandable.
- Pass it on straight away to the Safeguarding Lead/Coordinator, together with any other handwritten notes you have made (or follow your organisation's protocol).

The Safeguarding Lead/Coordinator should use these notes to document the disclosure, concern, or incident. Once the information has been accurately recorded and uploaded to a designated secure system, the original notes should be securely destroyed. If not uploaded, they must be stored in a secure, lockable location, accessible only to authorised personnel.