



Safeguarding Reporting Form

Your name	
Your organisation (if applicable)	
Your position (if applicable)	
Your email	
Your address	
Your mobile number	
Their name	
Their job	
Their contact details	
Their parent/guardian name	
Their parent/guardian mobile number	
Date of birth	
Age	
Gender	
Ethnicity	
Religion	
Specific issues (i.e. disabilities)	
Nature or basis of the concern (please give as much information as you can and where possible use the individual's exact words if reporting a disclosure, if a specific person was identified as being involved please provide all the details you have) Where and when this happened, how was the child's behaviour while telling you	Date and time concern was raised: ____/____/____ ____:____
Please explain what activities were going on prior to the incident/disclosure. i.e. what activity you were doing that put you in contact with the individual or in a position to witness an incident	

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Where any other people involved in the disclosure or did anyone else witness the incident? Who else was there	
Please provide details of your response to the individual where applicable	
Was confidentiality discussed with the individual? (Did you explain that you are required to talk to other people about what they have told you, please give details.....)	
Who has the incident/disclosure been reported to? (Please include their names, roles and organisations)	Contact details of person reported to _____ Date incident/disclosure was reported _____ Please give details of any agreed action at this time.
Completing this report	Name _____ Today's Date ____ / ____ / ____

NB: If you wish to add further information to this report at a later date this can be done as an addendum to this report. Please do not alter this original report. The addendum will also need to be signed and dated by you.

A blank version of the reporting form is stored in LTT Policies folder in Dropbox for ease of access by all staff. Once completed a copy must be given to the 'Safeguarding Lead' who is responsible for storing it securely. You should also keep a copy for your own records, please speak to the Safeguarding Lead about how best to store this safely and in a manner which complies with data protection and ensures others within or outside the organisation cannot access it.