**Wild Things Performing Arts CIC**

**Safeguarding Report Form**

This form should be used to record safeguarding concerns relating to children or vulnerable adults. Please complete the form as fully as possible, ensuring it is clear to someone else reading it.

The form should be completed at the time or immediately following disclosure, but after all necessary emergency actions have been taken. All incidents should be written up within one hour. Legally they must be recorded within 24 hours.

All the information must be treated as confidential and reported to the Designated Safeguarding Lead or a Deputy within 24 hours.

Designated Safeguarding Lead: Nancy Monaghan

Tel: 0161 513 8913 Email: [nancy@wildthingsperformingarts.org.uk](mailto:nancy@wildthingsperformingarts.org.uk)

Deputy Designated Safeguarding Lead: Jenny Owen

Tel: 0161 513 8913 Email: [jenny@wildthingsperformingarts.org.uk](mailto:jenny@wildthingsperformingarts.org.uk)

Deputy Designated Safeguarding Lead: Tom Hardman

Tel: 0161 513 8913 Email: [tom@wildthingsperformingarts.org.uk](mailto:tom@wildthingsperformingarts.org.uk)

**In an emergency, do not delay in informing the police or Oldham Council Social Services:**

Children’s Social Services: 0161 770 7777 (8.40am - 5pm Monday to Friday)

Out of Hours Emergencies: 0161 770 6936 (5pm - 9am Monday to Friday; 24 hours at weekends and Bank Holidays)

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| Name of Child/Vulnerable Adult: | |
| Date of Birth: | Age: |
| Home Address: | Telephone Number: |
| Your Name: | |
| Your Role at Wild Things Performing Arts CIC: | |
| In writing this form, are you expressing your own concerns or those of someone else? | |
| Date and time of incident: | Date and time of writing this form: |
| Describe in detail the incident/cause for concern using only facts (who, what, where, when). Include a description of any physical injuries and/or any indirect signs (eg. changes in behaviour). | |
| The child/vulnerable adult’s account, if it can be given, of what has happened, using their words: | |
| If the child/vulnerable adult did not report the incident themselves, have they been spoken to about it? YES/NO  If “YES”, give details of the conversation: | |
| Details of the alleged abuser, if there has been an allegation: | |
| Details of any witnesses to the incident/concern: | |
| Details of any immediate action taken (including contact with parents/guardians/carers on the issue, or any consultation with anyone else): | |

Declaration: I have completed this form and provided information that is factual and does not contain my own views or opinions on the matter.

|  |  |
| --- | --- |
| Print Name: | |
| Signature: | Date: |

Please complete the form as fully as possible, ensuring it is clear to someone else reading it. Pass it on to your Designated Safeguarding Lead (Nancy Monaghan) or Deputy (Jenny Owen or Tom Hardman) within 24 hours, in an envelope or email marked “CONFIDENTIAL”.

To be completed by the Designated Safeguarding Lead (Nancy Monaghan) or Deputy (Jenny Owen or Tom Hardman).

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| Details of any actions taken or agreed (including reasonings, dates and consultations) |
| If a referral of the incident has been made, name of contact at the police or social services:  Where possible, referral to the police or social services should be confirmed in writing within 24 hours. Please include a copy of this with this form. |

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| Print Name: | |
| Signature: | Date: |