**Please complete and send to the Safeguarding Lead (Senior Tutor).**

**Please note your details:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:**  |  | **Position:**  |  |
| **Department:**  |  |  |  |
| **Contact number** |  | **Contact e-mail**  |  |

**Details of the person you are concerned about:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:**  |  | **Position:**  |  |
| **Department:**  |  |  |  |
| **Contact number** |  | **Contact e-mail**  |  |

**Details of concern:**

|  |
| --- |
| Does your concern relate to one of the following?[ ]  Physical abuse [ ]  Emotional abuse [ ]  Sexual abuse [ ]  Neglect[ ]  Other \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ Brief description of what has promoted the report. Include dates/times/location/identity of any specific incidents, description of any alleged or suspected abuse, including any discrimination or harassment, description of any injuries observed, and any background that might explain the behaviour.Has this information been passed to any other bodies or agencies? Please give details and reasons for passing on or not passing on: |

Signed: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ Print name: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ Date: \_ \_ \_ \_

 ***Person reporting***

Signed: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ Print name: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ Date: \_ \_ \_ \_

 ***Safeguarding lead***