

GUISBOROUGH U3A

Registered Charity No. 1125829

SAFEGUARDING REPORT

CONFIDENTIAL

RECORD OF AN ALLEGATION, SUSPICION OR CONCERN

attach additional pages if required.

Be reassuring and support the person. Do not touch them, for adult protection reasons. Explain that they may tell you anything they wish and it will remain completely confidential.

Details of person affected:

Surname:

First name:

Membership no:

Contact details:

Details of allegation, suspicion or concern (delete as appropriate). ***Record the facts.***

- ~ Record the circumstances in which the disclosure came about.
- ~ Separate factual information from opinions.
- ~ Use a pen or biro with black ink so the report can be photocopied if needed.
- ~ Be aware that this report may be required later as part of a legal action or disciplinary procedure.

1. What happened: *Record what is actually said, using their own words and phrases. Do not summarise or use anyone else's words, phrases or opinions.*

2. When it happened: *Record exactly when it happened (including frequency).*

3. Where it happened: *Record the setting.*

4. Who witnessed the incident: *Record details of anyone else who was there at the time of the incident*

Name:

Contact details:

Name:

Contact details:

5. Who else was present when this disclosure was made: *Record details of anyone else who was present at the time of this disclosure.*

Name:

Contact details:

Name:

Contact details:

Action taken by Safeguarding Officer:

Safeguarding Officer's name and role in Guisborough U3A:

Name:

Role:

Signature:

Date:

Membership no:

Contact details:

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Referral made to:

Date and time referral made:

The above information is to remain with a Safeguarding Officer in accordance with our Safeguarding Adults Policy.

This information will cease to be held at a date in line with the Data Protection Policy.