

Safeguarding Concern Reporting Form

Confidential – For use by ESO / Designated Safeguarding Lead

Section 1: Basic Information

- Date of Report:
- Time of Report:
- Name of Person Completing Form:
- Role / Position:
- Contact Details:

Section 2: Details of Concern

- Date and Time of Incident / Disclosure (if known):
- Location of Incident / Disclosure:
- Name of Individual Concerned:
- Age / DOB (if known):
- Gender / Identity (if relevant):
- Relationship to Organisation (e.g. client, volunteer, visitor):

Section 3: Nature of Concern

Please describe the concern in the individual's own words where possible. Avoid interpretation or leading language.

- Description of Concern / Disclosure:
(Include what was said, observed, or reported. Attach additional pages if needed.)

- Immediate Actions Taken:
(E.g. reassurance given, emergency services contacted, ESO notified.)

- Was consent given to share information?
☐ Yes ☐ No ☐ Not applicable
If no, explain rationale for sharing under safeguarding legislation.

Section 4: Risk Assessment

- Is the individual at immediate risk of harm?
☐ Yes ☐ No ☐ Unclear
- Does the concern involve a child or adult at risk?
☐ Child ☐ Adult at Risk ☐ Other

- Are other individuals potentially affected?
☐ Yes ☐ No ☐ Unknown
- Safeguarding Threshold Met?
☐ Yes ☐ No ☐ Requires further advice

Section 5: Information Sharing

- Was information shared externally?
☐ Yes ☐ No

If yes, complete below:

- Date Shared:
- Recipient Organisation / Contact:
- Method of Sharing:
☐ Phone ☐ Email ☐ Secure Portal ☐ In Person
- Legal Basis for Sharing:
☐ Consent ☐ Vital Interests ☐ Public Task / Legal Duty
☐ Substantial Public Interest (Safeguarding)
- Summary of Information Shared:

Section 6: Follow-Up and Review

- **Further Actions Required:**
(E.g. referral, internal review, support offered.)

- ESO Signature:
- Date:
- Deputy ESO / Manager Review (if applicable):
- Date of Review:

Notes on Use

- This form should be stored securely in line with your data protection and safeguarding policies.
- Only authorised personnel may access completed forms.
- Concerns should be escalated promptly where risk is identified.

Quick Reference: Legal Bases for Sharing

Basis	Use When...
Consent	Individual agrees and has capacity to do so
Vital Interests	Life or serious harm is at risk
Public Task / Legal Duty	You are fulfilling a statutory safeguarding responsibility
Substantial Public Interest	Sharing protects vulnerable individuals or prevents harm
