

Safeguarding reporting form

www.stratfordbeekeepers.org.uk

This form should be used to record safeguarding concerns relating to Children and/or Vulnerable persons.

In an emergency please do not delay in informing the police or social services. All the information must be treated as confidential and reported to the Designated Safeguarding Officer within one working day or the next working day if it's a weekend.

The form should be completed at the time or immediately following disclosure, but after all necessary emergency actions have been taken. Please complete the form as fully as possible.

Send to the Designated Safeguarding Officer (DSO)

1 Your details – the person completing the form

Name

Position

Telephone

Email

2 Details of the person affected

Name

Address

Telephone

Email

3 Details of the incident (please describe in detail using only the facts)

Day & Date of Incident:

Time of Incident:

Location of Incident:

Continue o/leaf

