

Safeguarding and Prevent Concern Reporting Forms

Section A: Reporter's Name and Information

Your Name	
Your Position	
Phone Number	
Email Address	
What is the reason for completing the form? Select one option below.	
Concerns about a student	☐
Disclosure from a student	☐
Concerns about someone responsible for students	☐

Section B: Concerns for or about a student

Student's name	
Student's Date of Birth	
Student's Contact Number	

Email address	
Date of incident	
Time of incident	
Name of person raising the concern (if different to the person making the report)	
Email and/or phone number of the person raising the concern (if different to the person making the report)	
Describe in detail the nature of the concern. Please make sure to describe clearly any risks presented, and describe what has happened, when and where. Please continue on a separate sheet if necessary.	

Describe any actions taken	
Where concerns have been discussed, please state names of those discussed with	

Section C: Disclosure from a student

Student's name	
Student's Date of Birth	
Student's Contact Number	
Email address	

Date and time of disclosure	
Record what the student said in their own words and any questions you asked to clarify the situation if needed. Please continue on a separate sheet if necessary.	
Record any additional relevant information e.g. a change in the students' behaviour or any observations made prior to the disclosure	

Section D: Concerns about someone responsible for students

Person of Concern's name	
Person of Concern's Position	
Your Concerns Include as much relevant detail as possible including reasons for concern, name(s) of person(s) involved, dates and times, any discussion that has taken place	

PLEASE PASS THE FORM ONTO EITHER:

DANI SERLIN (PREVENT LEAD) dani.serlin@lsjs.ac.uk

Or JONNY ATKINS (SAFEGUARDING LEAD) jonny.atkins@lsjs.ac.uk

DS 08/25

Formal Referral Details Include details of which agency has been informed, including name and contact number where possible	
Formal Referral Date	
Senior Management Liaison Include details of which member of Senior Management has been made aware of the situation, any discussions that took place and the date the exchanges took place	
Safeguarding/Prevent Lead's signature	
Date of reporting form closure	