To be completed in as much detail as possible. For guidance, please get in touch with safeguarding@logistics.org.uk.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date and time of incident/disclosure: | |  | | Date and time of report to DSO: | |  | |
| 1. Details of the person reporting the safeguarding concern | | | | | | | |
| Name: | | | |  | | | |
| Tel Number (preferably mobile number): | | | |  | | | |
| Relationship to subject: i.e. tutor, friend: | | | |  | | | |
| Has the learner given consent to refer? Y/N | | | |  | | | |
|  | | | | | | | |
| 2. Details of the person/s who have been affected by a safeguarding concern | | | | | | | |
| Name of person(s) affected: | | | |  | | | |
| Contact number, if known: | | | |  | | | |
| Tutor name, if known: | | | |  | | | |
| Does the individual have a disability?  If yes, please provide detail: | | | |  | | | |
| Is the above person under 18 or an adult at risk? If yes, please provide parent/carer details if these are known. | | | |  | | | |
|  | | | | | | | |
| 3. Is this an issue that involves | | | | | | | |
| Immediate Danger |  | | Aged 19+ Vulnerable person Protection issue |  | e-Safety Issue | |  |
| Illegal Activity |  | | Prevent – anti Radicalisation |  | Issue Behaviour Management | |  |
| Aged 16-18 Child Protection issue |  | | Bullying & Harassment |  | Other | |  |
| If other, please give further details: | | | | | | | |

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| 5. Details of incident, disclosure, or issue |
| Give an account of the issue, disclosure, or incident in as much detail as possible, please include details of when the incident took place (if applicable) where the incident took place (if applicable) |
|  |
| Please return this document directly to safeguarding@logistics.org.uk |