

Reference no:

**CONFIDENTIAL\***

Date Received:

**\*Please refer to the disclaimer on page 3**

**Safeguarding Young People and Vulnerable Adults - Report of Serious Concern.**

**Please complete all details**

Name of staff member reporting concern: .....

Telephone contact: .....

Email: .....

When did you become concerned? .....

Date: ..... Time: .....

Signature of recorder: .....

**Student details:**

Name of student: .....

DOB: .....

Address: .....

.....

Telephone contact: .....

Course title: .....

Student ID Number: .....

- Does Student have a disability or learning difficulty? Yes  No
- Looked after child/care leaver. Yes  No
- Education Health Care Plan Yes  No

If yes please give details:

Where allegation is made by someone other than the student named in (2) above:

**Name of individual:** .....

**Relationship to student:** .....

**Reason given for concern:** .....

**Incident as detailed by learner:** .....

Any other relevant information or action already taken by the referrer (continue on separate sheet of paper if necessary):

Witnesses (to the incident, the disclosure, or who can give relevant information (attach separate sheet of paper if necessary):

**Name:** .....

**Address:** .....

**Name:** .....

**Address:** .....

This report **must** be submitted to Safeguarding inbox ([info@feligrace.com](mailto:info@feligrace.com)) the same day as the concern is raised.

Action taken by Safeguarding Officer (*continue on separate sheet of paper if necessary*):

Date	Time	Initials	

Referral:			
Date	Time	Initials	
Approved by Feligrace Limited Designated Safeguarding Lead.			
Signature _____ Date _____			

Disclaimer

Please note this information will be kept confidential within the Safeguarding Designated Officer's Team. Please ensure the student is aware of the referral as the safeguarding concern may need referral to external agencies: for example Social Care, Police, Public Protection Unit.