

Safeguarding Report Form



To be completed as fully as possible if you have concerns regarding a member.

For concerns regarding adults; if it is safe to do so, it is important to inform the adult about your concerns and that you have a duty to pass the information onto the safeguarding lead. The Safeguarding Lead will then look at the information and start to plan a course of action.

Section 1 – Details of member (you have concerns about)	
Name	
Address	
Date of Birth / Age	
Contact Number	
Emergency Contact	
Consent to share information with emergency contact?	

Section 2 – Details of person completing this form	
Name	
Contact number	
Email address	
Name of club	
Role in club	

Section 3 – Details of person thought to be causing harm (if known)	
Name	
Address	
Date of birth/Age	
Relationship with member	
Name of club	
Role in club	
Do they have contact with adults at risk or children?	



Section 4 – Details of concern

Please explain why you are concerned. Please give details about what you have seen/been told/other that makes you believe the member is at risk of harm or is being abused or neglected (include dates/times/evidence from records/photos etc.)

Date/Time	What Happened



Section 5 – For adults; Have you discussed your concerns with the adult? What are their views? What have they stated about what they want to happen and what outcomes they want?

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Reasons for not discussing with the adult

Discussion would put others at risk. Please Explain:	
Adult appears to lack mental capacity. Please explain:	
Adult unable to communicate their views. Please explain:	

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Section 6 – Risk to others
Are any other adults at risk Yes/No/Not known – delete as appropriate If yes please fill in another form answering questions 1-6
Are any children at risk Yes/No/Not known Delete as appropriate If yes please fill in a safeguarding children referral form and attach to this.

Section 7 - What action have you taken if any /agreed with the member to reduce the risks?
Actions by club: e.g. person causing harm suspended, session times changed.

Section 8 – Other agencies contacted	Who contacted/reference number/contact details/advice gained/action being taken
Police	
Ambulance	
British Kendo Association	
Other (specify who and why)	

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Section 9 - Contact with Welfare Officer/others within the club

Who else has been informed of this issue? – and what was the reason for information sharing

Consultation with Safeguarding Lead	Dates and times

Completed form copied to safeguarding lead; date and time

Signed:

Date:



OFFICE USE ONLY

Section 10 – Sharing the concerns (To be completed by Safeguarding Lead)

Details of your contact with the adult at risk of harm. Have they consented to information being shared outside of Southampton Kendo Club?

Details of contact with the Local Authority Safeguarding Team/MASH where the adult at risk of harm lives – advice can be still sought without giving personal details if you do not have consent for a referral.

Details of any other agencies contacted:

Details of the outcome of this concern: