

**Safeguarding Incident Reporting Form 2:**

**Reporting concerns about a WellChild staff member, volunteer or associate**

Please use this form to summarise the safeguarding concern you have been involved with. This form should be used to report a concern about a WellChild staff member, volunteer of associate. Please see Form 1 for reporting concerns about a child, young person or vulnerable adult.

This form will be used as a front cover so that we can see a summary of concerns and any actions. This will be attached to the front of any relevant e-mails, correspondence, and written records of telephone calls in relation to this concern.

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| ***Please complete as much information as you can*** |
| **Your name** |  |
| **Your job title****(if WellChild employee only)** |  |
| **Your team and line manager** **(if WellChild employee only)** |  |
| **Your email address** |  |
| **Your contact telephone details** |  |
| **Date of reported incident or concern** |  |
| ***Summary of the incident or concern.******Please include where possible the following information.*** |
| **Do you have safeguarding concerns about a member of the WellChild staff or a WellChild Volunteer (including Trustees)?**  | Yes/No |
| **Name of person of concern and connection to WellChild** |  |
| **Please provide any contact details of the above named person (including Address, Email, Tel No)** |  |
| **If applicable - Name and age of any children involved.** |  |
| **If applicable - Date of Birth of child (if known)** |  |
| **If applicable - Details of other children in household (if known)** |  |
| **Nature of contact (e.g. telephone, face to face etc)** |  |
| **Please provide details of the concern being reported.** |
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| **Was there an immediate risk?**  | Yes/No |
| **Did you call the police?**  | Yes/No If yes, please share any relevant details: |
| **Have you reported to any other external agency/agencies? E.g. Social services, NSPCC, Child Line.**  | Yes/NoIf yes, please share relevant details: |

Please complete this form and return to safeguarding@Wellchild.org.uk