

Appendix 2 – Safeguarding report

This form should normally be completed by the Designated Person for Safeguarding taking care that only necessary information is included, particularly when persons that may be informed are the subject of allegations.

Name of organisation	Boaters' Christian Fellowship
Contact details of organisation	
Name of Designated Person for Safeguarding (DPS)	
Contact details of Designated Person for Safeguarding	

Name of concerned person or to whom disclosure was given	
Contact details of concerned person or to whom disclosure was given	

INDIVIDUAL OF CONCERN - CONTACT DETAILS

Name	
Date of birth	
Address	
Phone number	
Email address	

DESCRIBE THE ALLEGATION

What happened? (Nature of concern / disclosure made – use the person's own words if known)	
When did it happen? (date, time)	
Where did it happen? (be as specific as possible on location)	
Who was involved and in what way? (everybody, including witnesses / bystanders – by description if personal details are not known)	

DESCRIBE ACTIONS TAKEN ALREADY

Have carers, parents or guardians been informed?	YES	NO
(when and by whom?)		

Has the DPS/DDPS been informed?	YES	NO
(date and time)		

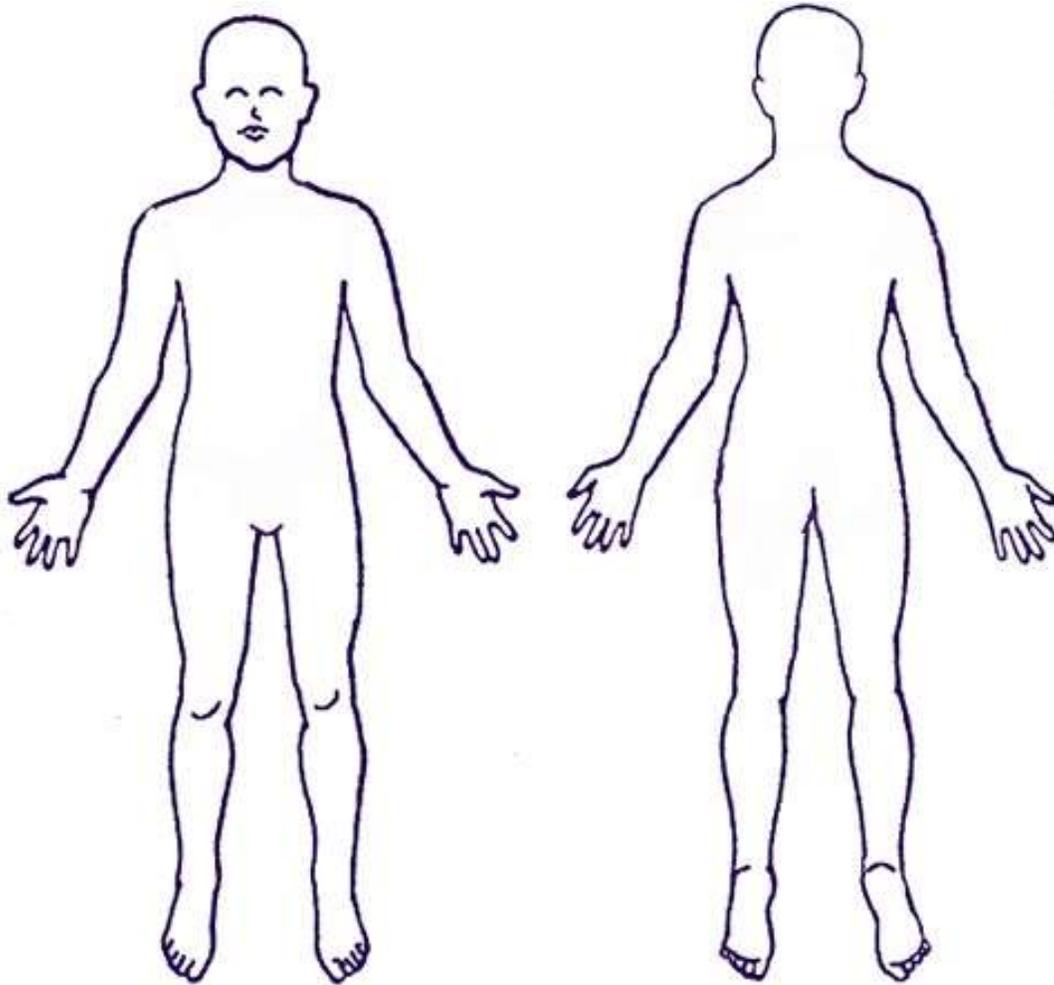
Has advice been sought?	YES	NO
(from whom – professional body /individual)		
(date and time)		

Has a statutory safeguarding referral been made?	YES	NO
(name of statutory safeguarding agency)		
(date and time)		
(method of contact – phone / online)		
(phone number / web address)		
(reference – case number / named individual)		

OBSERVABLE INJURY BODY MAP

These diagrams are designed for the recording of any observable bodily injuries that may appear on the person. Please draw and label the type and rough extent of injury, e.g. bruises, burns, cuts, distortions (such as by fracture or internal injury) as clearly as possible on the diagram.

NOTE: It is your job to listen, record and refer the allegation to the DPS or a professional or statutory body. It is not your job to investigate the source of an injury or to decide whether it is deliberate or accidental.



Front

Back

Signature: _____

Date and time: _____