StreetGames Safeguarding and Protecting Children Policy - Feb 2024

**CONFIDENTIAL**

**SAFEGUARDING - Appendix 9**

**Safeguarding Report Form**

**Please Note – this form is only to be used if staff /volunteers are unable to access the tootoot reporting system**

**StreetGames SAFEGUARDING REPORT FORM**

Please fill in and return to the appropriate person as soon as possible.

|  |  |
| --- | --- |
| Name of person contacting StreetGames with a concern: |    |
| Contact details of person contacting StreetGames with a concern: |
| Name of child or young person (if known): |  |
| Contact details of child or young person (if known) |  |
| Nature of incident or concern: |  |
| When incident happened (date and time): |  |
| Where incident occurred: |  |
| About the incident/concern (include as much additional information as possible): |
| Immediate action taken:Name of witness:Contact details: |
| Action taken by StreetGames member of staff: | Date: |
| Name of StreetGames Staff Member completing this form:Contact details: | Date: |
| Signed by Designated Safeguarding Officer on duty:Contact details: | Date received: |

**Three copies must be retained:**

**Copy 1 – is held by the DSO**

**Copy 2 – is held by the HR Manager, if the concern relates to a member of StreetGames staff.**

**Copy 3 – is given to the Children’s Social Care Services/police, if you receive a disclosure**

 **or you have concerns about the welfare of a child.**