

Reporting a Concern Form

If someone is in immediate danger, call the police on 999.

Date of concern:		Today's date:	
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Section 1) Details of those involved

	Your details
Name	
Name of venue based at	
Role at venue (if applicable)	
Contact details (including address)	

	Alleged victim	Alleged perpetrator
Name		
Date of birth (if known)		
Name of venue based at		
Role at venue (if applicable)		
Contact details (including address)		

Please record any additional people on another sheet

Section 2) Details of the concern

<p>What happened? <i>Please give a detailed description, ensuring you include the following information:</i></p> <ul style="list-style-type: none"> • <i>When</i> • <i>Where</i> • <i>Who told you about the concern</i> • <i>Who was involved</i> • <i>Any visible injuries?</i> 	
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Section 3) Details of the parent or carer of the person you are concerned about (if relevant)

Name(s)	
Contact details (including address)	
Have they been informed of the concern? (please circle)	Yes No
<i>The parent/carer should not be informed if doing so would put the child or someone else at risk</i>	If they have not been informed of the concern, please give your reason why:

Section 4) Actions taken

Who has been informed about the concern? (e.g. LUNTA, LU, LTA, Social Care, Police)	Name	Role	Contact details	Date informed

What did they say/do?	
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What else has been done about the concern (if anything)?	
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