



Safeguarding Concerns Form

If you have a concern, receive a disclosure or are involved in an incident regarding the safety of a child, young person or vulnerable adult, use the form below to record the incident. It must be completed as soon as possible after the event, contain as much detail as possible, signed and dated. Return to Emily Tully as soon as possible.

Designated Safeguarding Lead and Business Owner: Emily Tully – emilytully@hotmail.co.uk

Full name of child, young person or adult at risk	Your name and position in relation to Emily Tully Music

Date of Incident	Time of Incident	Location / Name of Event

Nature of concern and/or disclosure
<ul style="list-style-type: none">○ Where were you when the concern was raised?○ What did you see or hear?○ Who else was present?○ Only record facts, and try to record actual words where possible (this is very important if a disclosure was made).○ Include what you said and did (e.g. if you asked any questions).○ Continue on another piece of paper if needed.



Was there an injury or visible marks? Yes / No

Did you see it? Yes / No

Describe the injury or any visible marks present:

Was anyone else with you? Who?

Have you or anyone else present taken any immediate action? If so, please describe:

Has this concern been raised before? If yes, when?

If yes, did you report the previous incident? What action was taken?

Who are you passing this information to?

Name:

Position:

Your signature:

Time form completed:

Date:



Action taken by Safeguarding Lead And Business Owner Emily Tully:

Any other relevant information:

Date Recorded:

Name:

Signature: