Safeguarding Incident or Concern Reporting Form

(PLEASE MAKE A NEW COPY BEFORE SAVING)

Reporting a safeguarding concern or incident – Confidential – Please ensure all information is held securely and only disseminated to those with a legitimate reason to have this knowledge.

Section A:
For completion by any representative working for or on behalf of United for Global Mental Health who has witnessed, is concerned, suspects or is made aware of any incident affecting a vulnerable person

Part 1 – About You	
Name:	
Your role and Organisation:	
Contact details: (in case further information is required to provide assistance to the vulnerable person.	
Country and region of concern:	
Part 2 – About the vulnerable person	
Name(s):	
Gender:	
Age:	
Ethnicity:	Preferred Language:
Address (If Known):	
How is this person known to UnitedGMH?	
Part 3: About your concern (continue on separate sheet if necessary)	
Date/Time/Place of incident of concern:	
Nature of concern/incident (record as accurately as possible) If you have witnessed the incident in question, please provide full details:	
Context in which the concern/incident was raised. Was abuse observed or suspected? Was an allegation made? Was abuse disclosed to you directly by the victim?	

If this incident was directly reported to you by a victim, please record exactly what the vulnerable person said as far as you can and what you said.
Outline any initial actions taken:
Are you aware of any actions taken by others in response to this incident or concern at this time?
Name of Senior Management team member reported to:
Date and Time of report to Executive Team:
Details of any advice received:
Details of any other person to whom this incident/concern has been reported, include date and time of report as well as any advice given or actions taken.
Any other relevant information that the senior management team need to be aware of:

Signature:	Date: