

Safeguarding Incident form

If you have concerns about a child/young person at the club, please complete this form as fully as possible. The form should then be emailed to the Hillhead Ultimate Safeguarding Officer (currently Louise Love) at safeguardinghillheadultimate@gmail.com. The Safeguarding Officer will review the information and start to plan a course of action in conjunction with you, those involved and, if necessary, social care or other relevant organisations.

[illegible]

Section 5 - Discussed your concerns with the individual. What are their views, what outcomes have they stated they want (if any)?

[illegible]

Section 5A – Reasons for not discussing with the individual

Lacks capacity

Unable to communicate their views

Discussion would increase the risk

State why the risks would increase

Section 5B - Discussed your concerns with someone else E.g. carer/parent. What are their views?
If not discussed why not?

[illegible]

Section 6 – Chose the action to be taken/agreed with the individual to reduce the risks

Information passed to Safeguarding Officer,
please confirm details:

Referral to Social Care,
please confirm details:

Contact with the police, please
confirm details:

Referral to other agencies, please
confirm details:

Other – state what

No action agreed – state why

Section 7 – Risk to others

Decide if there are others at risk, is this the case? Yes/No – delete as appropriate

If yes, state why and what actions have been taken to address these?

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Section 8 – Sharing the concerns (To be completed by Safeguarding Officer)
Make contact with the individual/s at risk and record details. If an adult, have they consented to information being shared outside of UKU?
Make contact with the Social Care Team where the individual at risk lives and record details – advice can be still sought without giving personal details if you do not have consent for a referral
Details of any other agencies contacted
Details of the outcome of this concern

Abuse type(s) – please tick the ones that apply		
Physical	Psychological	Financial
Sexual	Discriminatory	Organisational
Neglect	Hate incident/crime	Mate Crime
Internet abuse	Modern slavery	Female genital Mutilation (FGM)
Forced Marriage	Domestic abuse	Radicalisation
Self-Neglect		