

**Annex 1**  
**Safeguarding of Children and Vulnerable Adults Report Form**

<b>Name</b>	<b>Date of Incident</b>
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Please write down what happened – what you saw, heard and who was present. For a disclosure, please use the individual's own words as much as possible. Continue on another sheet of paper if necessary.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form to the Designated Safeguarding Officer