

Procedures for Reporting

Staff Member / Volunteer:

Artistic Director:

Chair of the Board Social Services
NSPCC
Police

Record of allegation or suspicion of abuse

Name of Participant:

Date of Birth :

Date of Concern: Time of Concern:

Parents/Carers Names :

Home Address / Phone Number :

Concern identified by:

Designation:

Is the person making the report expressing their own concerns, or passing on those of somebody else ? Please give details :

What has prompted the concerns? Please give details :

Any Physical Signs ? If yes please give details :

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Has the child been spoken to ? If yes please give details :

Have parents been contacted ? If yes please give details :

Has anyone been alleged to be the abuser ? If yes please give details :

Has anyone else been consulted ? If yes please give details :

Report prepared by :

Name :

Signed :

Date :

**Please ensure this is passed to one of the designated persons immediately.
Mark the envelope Private and Confidential.**