

The OR Society Safeguarding Reporting Form

This form should be used to record safeguarding concerns. In an emergency please do not delay in informing the police. All the information reported must be treated as confidential and reported to The OR Society's Designated Safeguarding Officer or emailed to <u>Safeguarding@theorsociety.com</u> as soon as possible, ideally within one working day. The form should be completed at the time or immediately following disclosure, but after all necessary emergency actions have been taken. Please complete the form as fully as possible.

1 Your details –	the person completing the form:
Full Name	
Position/Title	
Email Address	
Telephone	

2 Are you reporti	ng your own concerns or concerns raised by someone else?		
my own concerns			
□ concerns raised by someone else			
If reporting concerns raised by someone else, please provide further information below:			
Full Name			
Organisation			
Position/Title			
Email Address			
Telephone			

3 Details of perso	on affected:
Full Name	
Address	
Email Address	
Telephone	

4 Details of pare	nt / carer (if applicable):
Full Name(s)	
Address	
Email Address	
Telephone	



4a Have parents / carers been notified of this incident? (please tick)

□ Yes

□ No

If YES, please provide details of what was said:

5 Details	of the incider	nt (please de	scribe in detail	using only fac	ets):	

6 Other present of	or potential witnesses:		
Full Name			
Address			
Email Address			
Telephone			



7 Has the incid	ent been reported to any external agencies? (please tick)		
□ Yes			
□ No			
If YES please provide further details:			
Full Name			
Agency			
Email Address			
Telephone			
Outcome			

8	Additional relevant information (please detail anything else that you believe to be helpful or important):

I confirm I have completed this form and provided information that is factual and does not contain my own views or opinions on the matter.

Print Name:

Signature:

Date:

The OR Society will store all necessary information confidentially and securely. For more information on how your safeguarding concern will be dealt with by The OR Society safeguarding team, please review our safeguarding policy and procedure, available <u>here</u>.