**SAFEGUARDING - REPORT OF CONCERN FORM**

This form should be discussed with The Art Ministry’s Safeguarding Officer or a Trustee before being sent to any other party - unless your concerns relate to The Art Ministry itself.

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| Your name: |
| Your position: |
| Name of The Art Ministry activity at which concern was observed: |
| Brief description of the activity and venue: |
| Child’s/Young Person's/Vulnerable Adult’s full name: |
| Child’s/ Young Person's/Vulnerable Adult’s address (if known, or contact details of host organisation for the project – e.g. school or hospital): |
| Parents’/carers’ names and address (if known): |
| Child’s/ Young Person's/Vulnerable Adult’s date of birth (if known): |
| Date and time when concerns were raised or incident occurred: |
| Your observations: |

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| Exactly what the child/ young person/vulnerable adult said and what you said: (Remember: do not lead the child – record actual details. Continue on separate sheet if necessary) | |
| Action taken so far (include time and date first reported to The Art Ministry): | |
| External agencies contacted (date & time): | |
| Police?  Yes ☐ No ☐ | If yes – which:  Name and contact number:  Details of advice received: |
| Local authority Children’s Services Department? Yes ☐ No ☐ | If yes – which:  Name and contact number:  Details of advice received: |
| Other (e.g. NSPCC) | Which:  Name and contact number:  Details of advice received: |
| Signature:  Print name: | |
| Date: | |

Remember to maintain confidentiality on a need to know basis – only if it will protect the child/adult. Do not discuss this incident with anyone other than those who need to know.