

Insert
Club
Name
and/or
Logo

EXAMPLE FORM FOR REPORTING CONCERNS ABOUT A VULNERABLE ADULT [INSERT CLUB NAME]

Details of adult (and carers where appropriate)

Name of adult.....

Age..... Date of birth..... Gender M/F

Ethnicity..... Language.....

Additional needs.....

Name(s) of carer(s).....

Adult's home address.....

.....Postcode.....
Address(es) of carer(s) if different from adult concerned

.....

Details of person making report

Name.....

Position.....

Date and time of incident (if applicable).....

Report

Are you reporting your own concerns? Yes/No

Are you responding to concerns raised by someone else? Yes/No

If someone else please give their name and position in/links to the club/ the Adult

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What is said to have happened or what was seen to happen?

.....

.....

When (date, time) and where did it occur?

.....

.....

Who else was there?

.....

What was said or done by those involved?

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Is there any evidence, e.g. bruises, bleeding, changed behaviour?

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Who has been told about it?

Who was concerned/involved?

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Was the vulnerable adult able to say what happened?

Yes/No

If 'yes' record their comments here:

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Have the carers been advised and, if so, by whom?
(See note on the last page)

Are you aware of any previous incidents or concerns relating to this adult and of any current risk management plan/support plan? If so, please provide details:

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Discussed with manager/supervisor
Summary of discussion

Date.....

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Follow up report

After discussion, do safeguarding concerns remain? Yes/No

Have the statutory safeguarding authorities been informed? Yes/No

Phone number.....Date/time.....

Name of contact.....

Phone number.....Date/time.....

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If 'No'

If no safeguarding concerns remain, give details of any further steps taken to provide support to the vulnerable adult/carers and note other agencies involved.

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Follow up notes completed by:

Name:

.....

Position:

.....

Signature.....Date:.....

Note: Any concerns should be discussed with the carers **unless:**

- The view is that a carer might be responsible for abusing the adult
- Someone may be put in danger by the carers being informed
- Informing the carers might interfere with a criminal investigation.

If any of these circumstances apply, consult with the local authority adult social care department to decide whether or not discussions with the carers should take place.