

LSE Widening Participation Team

Safeguarding Concern Reporting Form

Use this form to supply as much detail as is immediately available to you, but do not attempt to obtain additional details from, or about, anyone involved in the concern/allegation. Do not include any assumptions or details that are not explicitly stated by or observed about the person about whom you have a concern.

Any additional line of questioning, no matter how well intentioned, may further jeopardise the welfare of the child or young person involved.

This form must be completed if there are any concerns or incidents which relate to the protection of a child participating in a LSE WP or the conduct/behaviour of a member of staff. It must be completed immediately after the incident/concern is raised, and certainly within 24 hours.

Please complete electronically or in block capitals taking care to ensure that your writing is legible. Please ensure that this form is given to the LSE WP staff member or the LSE WP DSL as soon as possible. If sending electronically, please password protect the document and send the password to the recipient in a separate email.

Details of the person reporting a concern initially

Name:
Department:
Position:
Contact telephone number:
Contact e-mail address:

Details of the person about whom you have a concern

Name:
Role (e.g. participant, student ambassador etc.):
LSE WP activity/programme (if relevant):

Details of concern

Are you reporting your own concerns or passing on those of somebody else?

Brief description of what has prompted these concerns *Include dates, times, venue, what was said etc. of any specific incidents and description of any alleged or suspected abuse - e.g. neglect, emotional abuse, sexual abuse, physical abuse, discrimination or financial/ material abuse – include descriptions of any injuries or marks which are observed.*

Action taken and by whom (including any agencies/people contacted)

Follow up actions taken

Signatures

Signed (person reporting initial concern):

Name:

Position:

Date :

Signed (LSE WP DSL):

Name:

Position:

Date: