This form should be used to record and report safeguarding concerns relating to BTO’s work, including concerns about safeguarding children and adults at risk.

The relevant policies are available on our website here.

* In an emergency please do not delay in informing the police or social services.
* All the information must be treated as confidential.
* The form should be completed as soon as possible.
* Please complete the form as fully as possible – *depending on the nature of the concern some sections may not be relevant.*

If you have questions about safeguarding, reporting a safeguarding concern or completing this form please contact BTO’s Safeguarding Leads:

* Andrew Scott (01842 750050 [andrew.scott@bto.org](mailto:andrew.scott@bto.org)),
* Sian Knott (01842 750050 [sian.knott@bto.org](mailto:sian.knott@bto.org)).

|  |  |
| --- | --- |
| **Your details – person completing the form** | |
| Name | Position |
| Telephone | Email |

|  |  |
| --- | --- |
| **Details of the person affected** (if known) | |
| Name | |
| Address | |
| Telephone | Email |

|  |
| --- |
| **Details of the incident** (please describe in detail using only the facts) |
|  |

|  |  |
| --- | --- |
| **Other present of potential witnesses** | |
| Name | |
| Address | |
| Telephone | Email |

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| --- |
| **Additional relevant information** (please detail anything else that you believe to be helpful or important) |
|  |