**Safeguarding Concern Reporting Form**

This form is for the reporting of any concerns which relate to safeguarding. This is where a member of staff or student is felt to be at risk of abuse or neglect. This includes children and adults as well as violence against women, any harassment, hate crime and also radicalisation.  
  
Please note that;

• staff filling out this form can contact their LSO who will act as the first point of contact for any safeguarding matters, providing timely, relevant support and advice.

• students filling this form out must also contact a member of Netcom staff  
  
Details of all LSO's and our safeguarding policy can be found on our safeguarding website.    
  
If you make an anonymous report, you should be aware that Netcom may not be able to take any action. However, we may use the information to identify trends and patterns that can be investigated, and appropriate action taken.  
  
Please do not make or keep a copy of this form.

**Required**

1.Name of person making the report

2.Email address of the person making the report

3.Telephone number of the person making the report

4.Is your concern about a vulnerable student or staff member?

Student

Staff

Visitor

5.Name of vulnerable person

6.Student involved and course (if not known, enter 0)

7.Nature of Concern

Bullying and Harrassment

Deceased Students

Discrimination

Domestic Violence

Drug/Alcohol Use & C/VA Present

Female Genital Mutilation

Financial/Material Abuse

Forced Marriage

Honour-based Violence

Institutional Abuse

Modern Slavery

Neglect or Act of Omission

Physical Abuse

Psychological/Emotional Abuse

Radicalisation

Self-Neglect-Deteriorating MH

Self-Neglect-Suicide Threat

Self-Neglect-Drugs/Drink

Self-Neglect-Self Harm

Sexual Abuse

8.Netcom student is registered with which local authority and course?

9.Date of Birth of vulnerable person (if known)

10.Address of the vulnerable person (if known)

11.Date of Incident / Disclosure / Allegation

12.Time of Incident / Disclosure / Allegation

Today

Yesterday

This week

This month

13.Name of the person raising the concern (if different to the person making the report)

14.Email and/or phone number of the person raising the concern (if different to the person making the report)

15.Describe in detail the nature of the concern. Please make sure to describe clearly any risks presented, and describe what has happened, when and where.

16.Describe any actions taken

17.Who has this concern been discussed with?

Local Safeguarding Officer

Lead Safeguarding Officer

Mental Health First Aider

Line Manager

18.Where concerns have been discussed, please state names of those discussed with