

# UHI Argyll: Safeguarding Reporting Form

Remember to maintain strict confidentiality and store this form securely.

## Section A: Reporter's Name and Information

<b>Your Name</b>	
<b>Your Position</b>	
<b>Office Location</b>	
<b>Phone Number</b>	
<b>Email Address</b>	
<b>What is your reason for completing this form? Select one option below.</b>	
Concerns about a student	<input type="checkbox"/> <i>Now complete Section B</i>
Disclosure from a student	<input type="checkbox"/> <i>Now complete Section C</i>
Concerns about someone responsible for students	<input type="checkbox"/> <i>Now complete Section D</i>

## Section B: Concerns for or about a student

<b>Student's Name</b>	
<b>Student's Date of Birth</b>	
<b>Student's ID Number</b>	
<b>Student's Contact Number</b>	
<b>Name of School (if applicable)</b>	
<b>Is the student a child, a vulnerable adult or neither?</b>	A child <input type="checkbox"/>
	A vulnerable adult <input type="checkbox"/>
	Neither <input type="checkbox"/>
<b>Your Concerns</b> (Include as much relevant detail as possible including reasons for concern, name(s) of person(s) involved, dates and times, any discussion that has taken place.)	
<b>Please now pass the form to the Safeguarding Lead –</b> <a href="mailto:liz.richardson@uhi.ac.uk">liz.richardson@uhi.ac.uk</a> or <a href="mailto:elaine.munro@uhi.ac.uk">elaine.munro@uhi.ac.uk</a>	

## Section C: Disclosure from a student

<b>Student's Name</b>		
<b>Student's Date of Birth</b>		
<b>Student's ID Number</b>		
<b>Student's Contact Number</b>		
<b>Name of School (if applicable)</b>		
<b>Is the student a child, a vulnerable adult or neither?</b>	A child	<input type="checkbox"/>
	A vulnerable adult	<input type="checkbox"/>
	Neither	<input type="checkbox"/>
<b>Date and time of disclosure</b>		
<b>What did the student tell you?</b> Record exactly what the student said in their own words and any questions you asked if the situation needed clarified. Continue on separate sheet if necessary.		
<b>Provide any additional relevant information.</b> Examples may include changes in the student's behaviour, any observations prior to the disclosure etc.		
<p>Please now pass the form to the Safeguarding Lead  <a href="mailto:liz.richardson@uhi.ac.uk">liz.richardson@uhi.ac.uk</a> or <a href="mailto:elaine.munro@uhi.ac.uk">elaine.munro@uhi.ac.uk</a></p>		

## Section D: Concerns about someone responsible for students

<b>Person of Concern's Name</b>	
<b>Person of Concern's Position</b>	
<b>Your Concerns</b> (Include as much relevant detail as possible including reasons for concern, name(s) of person(s) involved, dates and times, any discussion that has taken place.)	
<p>Please now pass the form to the Safeguarding Lead <a href="mailto:Liz.richardson@uhi.ac.uk">Liz.richardson@uhi.ac.uk</a> or <a href="mailto:elaine.munron@uhi.ac.uk">elaine.munron@uhi.ac.uk</a></p>	

## Section E: Safeguarding Lead

<b>Safeguarding Lead's Name</b>		
<b>Consultation Undertaken</b>		
<b>Decision Made</b>	No further action	<input type="checkbox"/>
	Continued monitoring	<input type="checkbox"/>
	Formal referral	<input type="checkbox"/>
<b>Rationale for Decision</b>		
<b>Formal Referral Details</b> Include details of which agency has been informed, including name and contact number where possible.		
<b>Formal Referral Date</b>		
<b>Senior Management Liaison</b> Include details of which member of Senior Management has been made aware of the situation, any discussions that took place and the date the exchanges took place.		
<b>Safeguarding Lead's Signature</b>		
<b>Date of Reporting Form Closure</b>		