Safeguarding Concern Form

Part 2 For Safeguarding Team use:

 Case no:

|  |  |  |  |
| --- | --- | --- | --- |
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|  | County/Island: | County/Island Commissioner name: |  |
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|  |  |  |  |
|  | Inform the following people within 12 hours of your initial concern: |  |
|  | **County/Island Commissioner** |  |  |
|  | Date informed of concern: |  |  |
|  | **Region Safeguarding Team** |  |  |
|  | Date informed of concern: |  |  |
|  | Name of person(s) concern relates to: |  |
|  |  |  |
|  | Their membership number and Unit name: |  | Their date of birth: |  |
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|  | Date of concern: |  |  |  |  |  |
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|  | Who initiated the concern? |  |  |  |  |  |  |
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|  | Description of concern: |  |  |  |  |  |  |
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|  | Person completing form: |  |  |
|  |  |  |
|  | Their membership number: | Their contact details: |
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|  | Actions taken: |  |  |  |  |  |  |
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|  | *In this section, give the details of what action has been taken, including the date the action was taken and by whom. The box will expand as you type.* |  |
|  |  |  |  |  |  |  |  |  |  |
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|  | Name of member completing actions taken: Membership Number: |  |
|  |  |  |  |  |
|  | Contact details: |  |
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|  | At what level was the matter resolved? i.e. County/Island, Region or HQ |  |
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|  | What was the outcome? |  |  |  |  |
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|  | Date case closure confirmed: |  |  |
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|  | Once you have been informed that the case is closed or has been escalated above your level, this document must be emailed to: |  |
|  |  |  |  |  |  |  |  |  |  |
|  | Melanie Parkes (Region office): | melanie@ggswe.org.uk |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | Region Safeguarding Team: | safeguarding@ggswe.org.uk |  |
|  |  |  |  |  |  |  |  |  |  |
|  | HQ Safeguarding Team: | safeguarding@girlguiding.org.uk |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | As soon as the Region Safeguarding Team have acknowledged receipt of the document, all copies must be deleted: |  |
|  |  |  |  |  |  |  |
|  | * Email: delete from “sent” folder and “deleted” folder;
 |  |
|  |  |  |  |  |  |  |  |  |  |
|  | * Document: delete from any portable device (memory stick etc), delete from device storage (laptop, PC etc) and delete from Recycling Bin;
 |  |
|  |  |  |  |  |  |  |  |  |  |
|  | * Any hard copies or notes must be shredded.
 |  |
|  |  |  |  |  |  |  |  |  |  |