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: | | | |  | | | | | |  |
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|  | | 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](mailto:melanie@ggswe.org.uk) | | | | | | | |  |  |
|  |  |  |  |  | |  | | |  | |  |  |  |
|  | Region Safeguarding Team: | | | [safeguarding@ggswe.org.uk](mailto:safeguarding@ggswe.org.uk) | | | | | | | | |  |
|  |  |  |  |  | |  | | |  | |  |  |  |
|  | HQ Safeguarding Team: | | | [safeguarding@girlguiding.org.uk](mailto:safeguarding@girlguiding.org.uk) | | | | | | | | |  |
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|  | As soon as the Region Safeguarding Team have acknowledged receipt of the document, all copies must be deleted: | | | | | | | | | | | |  |
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|  | * Email: delete from “sent” folder and “deleted” folder; | | | | | | | | | | | |  |
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|  | * Document: delete from any portable device (memory stick etc), delete from device storage (laptop, PC etc) and delete from Recycling Bin; | | | | | | | | | | | |  |
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|  | * Any hard copies or notes must be shredded. | | | | | | | | | | | |  |
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