**Guidance on how to use the Girlguiding South West England  
Safeguarding Reporting Forms**

These documents are here to support you with reporting and recording all actions taken when making a safeguarding disclosure to Girlguiding. There are two forms for completion:

1. **Safeguarding Notification Concern Form – Part 1**  
   This should be completed **after** you have reported a safeguarding disclosure to either the National Girlguiding HQ Safeguarding team or to your local Commissioner. It requires a basic outline of events and details of the person concerned. Each section is expandable and the document will allow you to save all entries as they are completed.  
     
   You may not be aware of all the information but complete as many sections as you are able to.
2. **Safeguarding Concern Form -Part 2**This form allows you to continue recording all actions you have taken relating to the disclosure you have reported. It is designed for any Volunteer, Leader, Commissioner or C/I Safeguarding Coordinator to complete. Each section is expandable and the document will allow you to save all entries as they are completed.  
     
   As instructed, once you have been advised that the disclosure has been investigated and “closed” please email the completed document to Melanie Parkes at the Girlguiding South West England Region Office – [melanie@ggswe.org.uk](mailto:melanie@ggswe.org.uk) , the Girlguiding South West England Safeguarding Team [safeguarding@ggswe.org.uk](mailto:safeguarding@ggswe.org.uk) and the HQ Safeguarding team [safeguarding@girlguiding.org.uk](mailto:safeguarding@girlguiding.org.uk) . Once you have had an acknowledgement of receipt please delete from your files as per the instructions on part 2 of the form.

Should you have any queries or questions please contact the Region Lead Volunteers – Safeguarding- Shirley Eve, Susan Higgs and Deborah Meadows [safeguarding@ggswe.org.uk](mailto:safeguarding@ggswe.org.uk)

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