

MiA Safeguarding Concern Form

This form should be used to record safeguarding concerns relating to children or vulnerable persons. In an emergency, please do not delay in informing the police or social services. All the information must be treated as confidential and reported to the DSL (safeguardingMiA@mercyinaction.org.uk) within one working day or the next working day if it is a weekend. The form should be completed at the time or immediately following a disclosure/concern, but after all necessary emergency actions have been taken. Please complete the form as fully as possible.

1. Your details – the person completing the form

Name:

Date of incident:

Position:

Telephone:

Email:

2. Details of the Person Affected – Name/Address/Telephone/Email

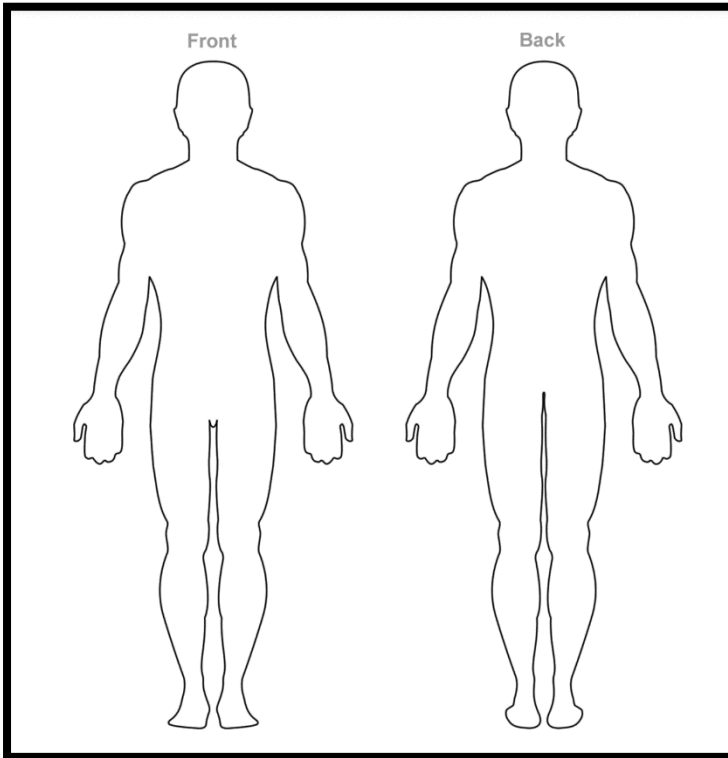
3. Details of the Incident (Please describe in detail using only the facts)

4. Other Potential Witnesses -Names & Contact Details

5. Additional relevant information (please detail anything else that you believe to be helpful or important)

6. Action taken so far

7. If appropriate, mark body map to indicate location, size and number of injuries.



I have completed this form and provided information that is factual and does not contain my own views or opinions on the matter.

Print Name:

Signature:

Date: