

**Little Lady Locks**  
**Charity number: 1195950**

**Safeguarding Report Form**

This form should be used to record safeguarding concerns relating to Children and/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 Designated Safeguarding Lead (DSL) within one working day or the next working day if it's a weekend.

The form should be completed at the time or immediately following disclosure, but after all necessary emergency actions have been taken. Please complete the form as fully as possible.

The Designated Safeguarding Lead (DSL) for Little Lady Locks is:

Miss Ashley Higgins  
 Telephone: 0161 879 6809  
 Email: info@littl ladylocks.com

For further information please refer to the Little Lady Locks Safeguarding Policy.

<b>1</b>	<b>Your details (the person completing the form)</b>
<b>Name</b>	
<b>Position</b>	
<b>Telephone</b>	
<b>Email</b>	

<b>2</b>	<b>Details of the person affected</b>
<b>Name</b>	
<b>Adress</b>	
<b>Telephone</b>	
<b>Email</b>	

<b>3</b>	<b>Details of the incident (please describe in detail using only the facts)</b> <b>Include name(s) of alleged perpetrator(s), description of incident(s), dates(s), times(s) and location(s) of incident</b>

<b>4</b>	<b>Other potential witnesses</b>	
<b>Name</b>		
<b>Adress</b>		
<b>Telephone</b>		
<b>Email</b>		

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

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: .....

Signed: .....

Date: .....

**\*For completion by the Designated Safeguarding Lead (DSL)\***

<b>1</b>	<b>DSL Response</b>	
<b>Action taken by DSL</b>		
<b>Rational for decision making/ actions taken</b>		
<b>Outcome of action taken by DSL</b>		
<b>Follow up action by DSL</b>		
<b>Feedback given to person reporting the concern</b>		

DSL name: .....

Signed: .....

Date: .....