

Safeguarding Report Form

* Required

About the U18/ Adult at Risk

Details about the U18/ Adult at Risk **Only**

1. This concern/ allegation relates to *

- Under 18
- Adult at risk
- Both

2. Name (if known or enter not known) *

Details about the U18/ Adult at Risk

3. Address (if known or enter not known) *

Details about the U18/ Adult at Risk

4. SITS Number (*Students only*)

Details about the U18/ Adult at Risk

5. Faculty (*Students only*)

Details about the U18/ Adult at Risk

- Humanities and Social Science
- Medicine, Health and Life Science
- Science and Engineering
- The College

6. Course (*Students only*)

Details about the U18/ Adult at Risk

7. Gender *

Details about the U18/ Adult at Risk

- Male
- Female
- Non-binary
- Prefer not to say
- Transgender

8. Date of Birth

Details about the U18/ Adult at Risk

9. Nature of vulnerability

Adults at Risk only

10. Relationship with the University (i.e. staff, visitor, other)

Details about the U18/ Adult at Risk

About you

Details of the person reporting the concern/ allegation

11. Forename(s) *

12. Surname *

13. Title *

14. Email Address *

15. Date of report *



16. Faculty or Service

17. Job Title

18. Telephone number/ mobile number

19. Time of call (if the allegation/ concern was made over the phone)

About the Concern

Tell us about the concern or allegation

20. Has an U18 or adult at risk disclosed or indicated that they have been, are being or at risk of being abused and/ or neglected? *

- Yes go to section 4
- No go to section 5
- Other go to section 6 (Where the University has been contacted by external agencies regarding safeguarding concerns relating to a student or member of staff)

For disclosures made by the person detailed in Section 1 above

21. Tell us what they said. Quote the actual words used rather than summarising. Give details of any alleged perpetrators.

22. Who did they say this to?

List all those who were present and, if possible, provide contact details.

23. Where and when was this disclosure made?

24. Have you yourself seen any indicators (e.g. injuries, behaviour) that appear to confirm the concern or allegations disclosed?

25. If your concerns relate to a visitor/ someone who is attending an event at Swansea University (e.g. school visit) please provide the name and contact details of whom safeguarding concerns have been raised with (e.g. Head Teacher)

For all other concerns/ allegations

26. If your concerns relate to a visitor/ someone who is attending an event at Swansea University (e.g. school visit) please provide the name and contact details of whom safeguarding concerns have been raised with (e.g. Head Teacher)

27. If someone has told you about this risk, please state where and when they told you. If possible provide their contact details.

28. Have you yourself seen any indicators (e.g. injuries, behaviour) that appear to confirm the concern or allegations disclosed?

Yes

No

29. If yes, please give details.

30. If your concerns relate to a visitor/ someone who is attending an event at Swansea University (e.g. school visit) please provide the name and contact details of whom safeguarding concerns have been raised with (e.g. Head Teacher)

31. Is there any other information which you think is relevant? (e.g. known involvement of Police or Social Services)

32. Police crime number (if relevant)

Concerns or allegations where the University has been contacted by an external agency

33. Please give relevant details (e.g. who contacted the University; what the concern or allegation is)

Consent

Lack of consent does not necessarily prevent us from making a referral to Local Authority Safeguarding Contacts.

34. Does the U18/ adult at risk (in section 1 above) know that you may need to make an internal/ external referral? *

- Yes (Internal only)
- Yes (Both internal and external)
- No (Not yet discussed)

35. Has the U18/ Adult at risk (in section 1 above) given their consent to an external referral to social services? *

- Yes (consent given)
- No (refused to give consent)
- No (not yet discussed)

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