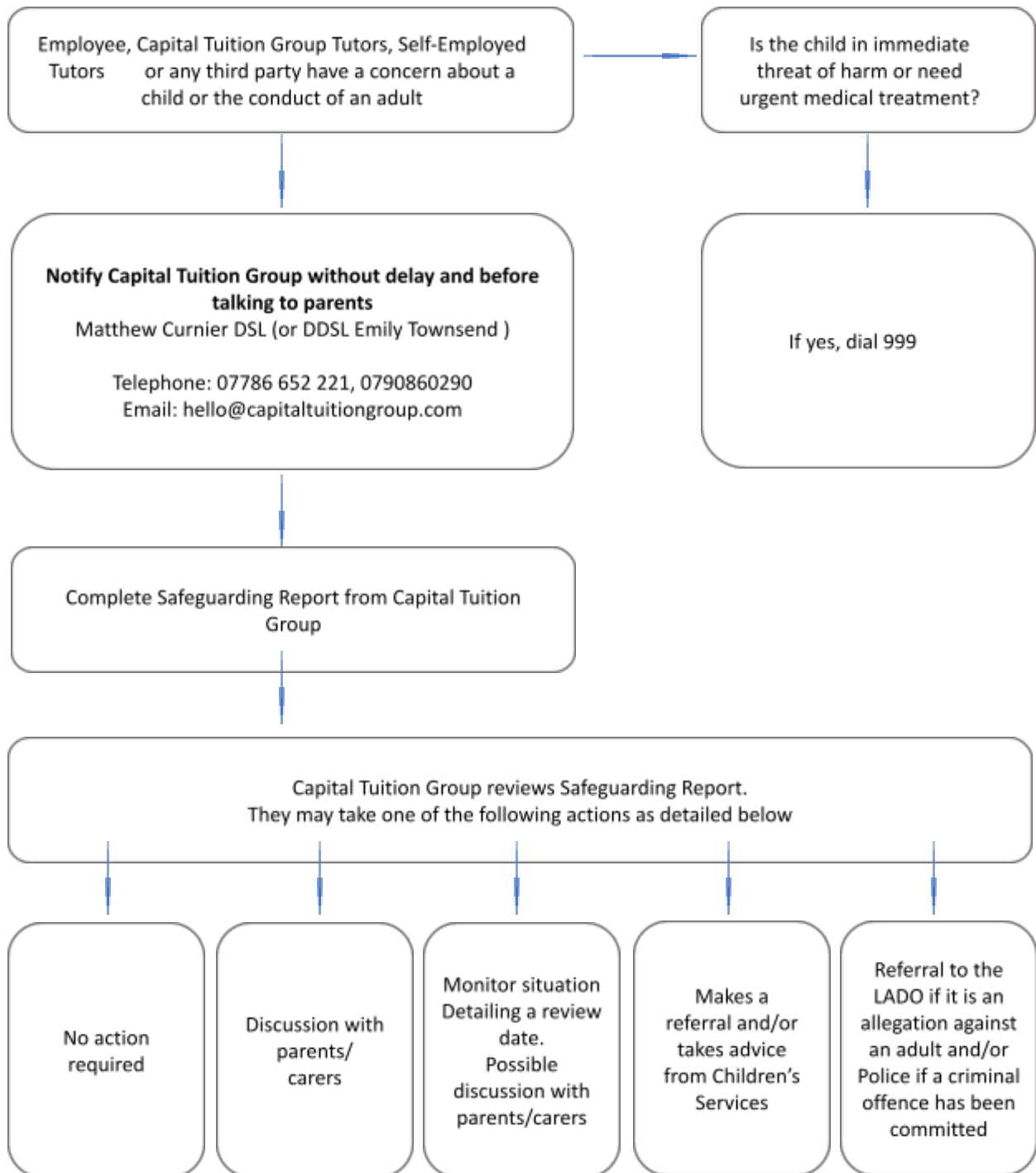


## Safeguarding Concern – Process



## Appendix 1 Safeguarding Report



You must report any safeguarding concern to Capital Tuition Group by telephone as soon as possible and at the very latest by the next working day. Complete as much detail as possible, following the advice in **Paragraph 14** of [Capital Tuition Group's Safeguarding Policy](#) . **For further advice about completing this form please contact Capital Tuition Group. If a child or adult is at immediate risk of harm or needs medical attention contact the emergency services on 999.**

<b>Part 1. Details of the student:</b>		
Name:		
Age:	Sex:	Date of Birth:
Home Address:		
Additional Needs (e.g. disability):		
Parent or Carer(s) name(s) and contact telephone number:		
Any other relevant information:		
<b>Part 2. If applicable, details of the Capital Tuition Group Employee or self-employed tutor about whom the allegation has been made:</b>		
Name:		
Age:	Role:	
Home Address:		
Contact Telephone:	Contact Email:	
<b>Part 3. Your details (the person making the report)</b>		
Name:		
Role:		
Home Address:		
Contact Telephone:	Contact Email:	
Date and Time you are making a report:		
Date and Time you first received information or identified a concern:		
<b>Part 4. Safeguarding Report</b>		
Are you reporting your own concerns or responding to concerns raised by someone else?		
If responding to concerns raised by someone else, please provide their name, role and contact details (if known):		
Please add any other relevant information known about the family/child/adult at risk circumstances.		
Concern Raised/Allegation: What is the allegation, or the nature of the concern raised? Include as much detail as possible.		
Has the child or adult at risk given an account of what happened? (e.g. of any incident, injury, disclosure, behaviour) (give details):		
If applicable, please provide details of the person alleged to have caused the incident/injury if known (e.g. names(s) /address/ incident address /relationship to child or adult at risk etc.):		
Please provide details (name, role contact details if known) of any witnesses to the incident/concerns:		
<b>Part 5. Actions taken</b>		

