

# Heron Hall & Playing Fields, Storth

## Safeguarding Reporting Form

(Reg Charity - Storth Playing Field - No. 503690)

### **Important**

Please use this form to report a potential or actual safeguarding problem.

If you prefer to report by phone or email use this form to indicate what information is needed for a report to be useful. Download this form from

<http://www.heronhall.co.uk/Safeguarding/index.php>

**Urgent safeguarding issues should be addressed immediately as they arise. Any real risk of criminal acts should mean a 999 call. The numbers of care agencies and help lines are displayed in the hall.**

Please contact the named person, currently Andrew Skinner on 07362 593076 or [safeguarding@heronhall.co.uk](mailto:safeguarding@heronhall.co.uk) if you have to do any of this.

**You must not investigate or interview beyond what is needed to make urgent decisions about the need to report and decide if immediate action is needed. It is better not to speak with anyone beyond those who are absolutely essential to offer aid, comfort and to be able to record accurately who was involved.**

Deliver or email this report to the named person only. If they are unavailable any member of the charity's committee will know how to deal with it. Please keep it confidential and do not retain copies or notes long term.

### **Your details**

<b>Name:</b>			
<b>Role/Position:</b>			
<b>Tel:</b>			
<b>E-mail:</b>			
<b>Date:</b>		<b>Time:</b>	

**Details of the person you are worried about  
(Leave blank if reporting a potential concern)**

<b>Name:</b>	
<b>Address:</b>	
	<b>Postcode:</b>
<b>Tel:</b>	
<b>E-mail:</b>	
<b>Child or Adult:</b>	<b>Give approximate age or date of birth if known:</b>

**If the person you are worried about is a child or vulnerable adult, it would be helpful if you could give some details about their parent, guardian or carer. (Leave blank if reporting a potential concern)**

**Parent/Guardian/Carer**

<b>Name:</b>	
<b>Address:</b>	
	<b>Postcode:</b>
<b>Tel:</b>	
<b>E-mail:</b>	

**Please tell us what you are worried about, when this happened and where:**

**Could you tell us what action has already been taken (if any)?**

**Please let us know of any other information you think would be helpful for us to know:**

**PLEASE NOTE:**

We may need to share the information you have provided with other agencies to help ensure the person you are referring and others are safe. If the information is passed on to the statutory authorities your name may be disclosed

Modified from Methodist Church in GB reporting form, with thanks.