# Safeguarding Issue Report Form

## For completion by a Designated Safeguarding Officer

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| Name of Child/Young Person |  |
| Date of Birth |  |
| Names of Parents |  |
| Home Address |  |

### Disclosure by a child or young person

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| When was the disclosure made (dates and times)? |  |
| Who did the child/young person make the disclosure to? |  |
| What did the child/young person actually say? |

### Indicators – Describe any signs or indicators of abuse (with times and dates)

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### Concerns expressed by another person about a child/young person

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### Details of any immediate action taken, e.g. first aid

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### Does the child/young person have any particular needs, e.g. communication etc?

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### Designated Safeguarding Officer (DSO) confirmation:

DSO Name (print):

DSO Signature:

Date/time of disclosure:

Date/time of completion of Issue Report Form:

Date/time of referral to Senior DOS:

Senior DSO Name: