

Safeguarding Issue Report Form

For completion by a Designated Safeguarding Officer

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

Disclosure by a child or young person

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)

[Empty box for describing signs or indicators of abuse]

Concerns expressed by another person about a child/young person

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

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

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: