

Safeguarding concerns report form

When completing this form please consider the following:

- Records should be as factual as possible
- If stating an opinion, make sure it is clearly differentiated from fact
- Use the child's own words if possible

Remember, you do not have to be certain that a child has been abused nor should you investigate yourself. Sending your concern to the safeguarding team means that they can liaise with others to determine the next steps.

The ABRSM Safeguarding team will liaise with other agencies as appropriate to establish the next course of action.

1.	Child's name	
2.	Child's age / DOB	
3.	Date of exam	
4.	Venue	

5.	What has happened so far? If a child has approached you, use their own words as much as possible to describe what has happened.
6.	How has this come to your attention? Have you witnessed something directly or are you reporting someone else's information? Has a child approached you directly?
7.	Were any other adults or children involved? Did anyone else observe what happened?
8.	Are there any other factors you would like to note here (e.g. was English the child's first language)?
9.	Are you making this report with the consent of the child/informant?

10.	Name of parent/ guardian	
11.	Address/ telephone number	
12.	Your name	
13.	Your job title	
14.	Your signature	
15.	Date	

This form must be completed and given immediately, emailed securely or sent in a sealed envelope marked 'Private & Confidential' within 24 hours, to:

safeguarding@abrsm.ac.uk

Designated Safeguarding Team
ABRSM
4 London Wall Place
London
EC2Y 5AU