



## Safeguarding Incident Reporting Form.

In support of **Lost Chord UK's Safeguarding Policy**. Please use this form to report a safeguarding incident.

**Confidential Document** – This form must be completed as soon as possible after a safeguarding concern has been identified.

**Date of Report:**

**Time of Report:**

**Location of Incident:**

**Reported By (Name & Role):**

**Contact Details:**

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## 1. Details of the Individual at Risk

**Name of Individual (if known):**

**Age/Date of Birth (if known):**

**Address (if known):**

**Is the individual a:**

- Child (Under 18)
- Vulnerable Adult

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## 2. Nature of Concern (Tick all that apply)

- Physical Abuse** (e.g., hitting, restraint)
- Emotional Abuse** (e.g., bullying, humiliation)
- Sexual Abuse** (e.g., inappropriate contact, exploitation)
- Neglect** (e.g., lack of care, malnutrition)
- Financial Abuse** (e.g., fraud, coercion)
- Other** (please specify): \_\_\_\_\_

**Briefly Describe the Concern (What happened? What was observed?):**

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### 3. Details of Any Witnesses

**Name(s) of Witness(es):**

**Contact Details:**

**Role/Relationship to the Individual:**

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### 4. Actions Taken

**Immediate Action Taken (if any):**

- Ensured the individual was safe
- Spoke to the individual for reassurance
- Contacted emergency services (999)
- Reported to Lost Chord UK Safeguarding Lead
- Other (please specify): \_\_\_\_\_

 **Who else has been informed? (Tick all that apply)**

- Lost Chord UK Safeguarding Lead** (Name:    Date:
- Social Services** (Date & Contact Name:
- Police (999)** (Incident Number:
- Other (please specify):**

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### 5. Additional Information

**Does the individual require any additional support?**

- Yes (Please specify: \_\_\_\_\_)
- No
- Not sure

**Are there any immediate risks to others?**

- Yes (Please specify: \_\_\_\_\_)
- No
- Not sure

Any further comments or relevant details?

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## 6. Declaration

I confirm that the above information is accurate to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Submit this form to:

**Lost Chord UK Safeguarding Lead** – jean@lost-chord.org.uk

**Safeguarding Emergency Contact:** 07936 877250/ 0300 131 7889

**Important:** If this is an emergency or someone is at immediate risk, call **999** immediately.

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### For Office Use Only (Safeguarding Lead to Complete)

Received By (Name & Role): \_\_\_\_\_

Date & Time Received: \_\_\_\_\_

Actions Taken & Follow-Up Plan:

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Date of Safeguarding Committee Review (if required): \_\_\_\_\_

Final Decision/Outcome: \_\_\_\_\_

Signature of Safeguarding Lead: \_\_\_\_\_

Date: \_\_\_\_\_

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This **Safeguarding Incident Reporting Form** ensures that Lost Chord UK handles all safeguarding concerns with **clarity, efficiency, and confidentiality**.  
@2025 reviewed annually.