**Safeguarding Reporting Form**

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| Please complete as much of this form as possible and then email it to the Safeguarding Team at [safeguarding@scouts.org.uk](mailto:safeguarding@scouts.org.uk). Please protect it with a secure password and share the password with us by phone on 020 8433 7164 (9am to 5pm). If you would like information about password protecting a document, read [this guidance](https://support.microsoft.com/en-gb/office/protect-a-document-with-a-password-05084cc3-300d-4c1a-8416-38d3e37d6826).  If you have Egress, please use it to send the form securely. If you would like information about setting up an Egress account, read [this guidance](https://support.egress.com/s/article/How-to-create-an-Egress-account).  If required, you can send the form by post to Scouts Safeguarding Team, Gilwell Park, Chingford, London E4 7QW. To avoid any delay, please also call us about your report.  If the report is urgent, please contact us by phone  020 8433 7164 (9am to 5pm)  0345 300 1818 (out of hours – emergencies only)  We will ask you the questions on this form, so it’s really helpful if you have the information ready.  **If someone is at immediate risk of harm call 999 or 112 and request police.**  **Tell the Safeguarding Team you have done this.** |
| If you wish to discuss your report with a member of the team please call:  020 8433 7164 (9am to 5pm)  0345 300 1818 (out of hours – emergencies only) |

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| **Your details** | |
| Your name |  |
| Your membership number (if relevant) |  |
| Your role in Scouting |  |
| Your relationship to the person you are concerned about |  |
| Your telephone number |  |
| Your email address |  |

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| **For reports about a child or young person only (continue to next section if your report is about an adult). Please ensure all details are completed where possible. The Safeguarding Team do not have access to OSM or any data held locally about children.** | |
| Name of child/young person |  |
| Their Date of Birth |  |
| Home address |  |
| Which school do they attend? (if known) |  |
| Do they have any additional needs, disabilities or vulnerabilities? |  |
| Scout Section, Group and District |  |
| When are they next involved in any Scout activity? |  |
| Is the child/young person aware that this has been reported to the Safeguarding Team? |  |
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| Parent/carer’s full names |  |
| Telephone number |  |
| Email address of parents/carers (if known) |  |
| Are their parents/carers involved in Scouting? If so please provide their role details |  |
| Are their parents/carers aware that this has been reported to the Safeguarding Team? |  |
| Are there any family circumstances we should be aware of? |  |

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| **For reports about an adult only (leave this section blank if your report is about a child only)** | |
| Name |  |
| Date of birth (if not known please give approximate age) |  |
| Membership number (if known) |  |
| Do they have any additional needs, disabilities or vulnerabilities? |  |
| Scout Section, Group and District |  |
| When are they next involved in any Scout activity? |  |
| Are the individuals aware that this has been reported to the Safeguarding Team? |  |
| Occupation (if known) |  |
| Do they hold any other voluntary/paid positions with other organisations working with children and young people? (if known) |  |
| Do they have any other family members involved in Scouting? Please give details |  |
| Do they share a household with anyone involved in Scouts? Please give details |  |
| Do they have any other children in their household who are not listed above? Please give details |  |

***If your report involves multiple people, please provide the details above for all parties. You can do this by copying and pasting the above table (adult or child) and then completing with all relevant details.***

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| **Details of your concern** | |
| **Date** of incident or concern |  |
| **Date** you were notified of this incident or concern |  |
| **How** did you become aware of the incident or concern? |  |
| **Where** did this incident/concern take place (if you have an address please put it here). |  |
| **What happened** or what are you concerned about? |  |
| Do you have **any previous concerns** about this person? Please give details |  |
| Do you know how the child, young person or adult **at risk is now?** Please give details |  |
| Do you know what the child, young person or adult at risk **wants to happen**? Please give details |  |
| Is there any other relevant information? |  |
| **This reporting form must be sent to the Safeguarding Team.**  Are you reporting this directly to the Safeguarding Team or **have you shared the concern with anyone else?** Please give details of **who and when** if you have shared it. |  |

**Thank you for reporting your concern**

**How we use the data provided in this form**

This form is used to collect information about you and others (including adults and young people) for the purpose of a safeguarding referral to be used by the Safe Scouting Team at The Scout Association. We may make contact with you, or others to seek further information. We collect personal data which may include sensitive personal data or criminal data, this detail is required so that we have sufficient information for our safeguarding purposes, and so we can offer additional support if required to ensure young people are safe. It may be shared with appropriate third parties including statutory agencies for this purpose. The data shared in this form will be securely stored on our third party case management system, Eclipse.

For details about how long we retain information please view our [Data Retention Policy](https://www.scouts.org.uk/about-us/policy/data-retention-policy/) and for further information including how to exercise your data rights view our [Data Protection Policy](https://www.scouts.org.uk/about-us/policy/data-protection-policy/).