

Safeguarding Report Form

Details of person who may have been abused:	
Name:	
Male or Female:	
Address:	
Telephone Number:	
Name:	
Telephone Number:	
Email Address:	
Date:	
Describe your concerns (If anyone else had similar concerns or was a witness to what you observed, including any actions you took, please also note their names and contact details.)	
Describe any action you have taken to act on your concern such as discussing the concern with the vulnerable adult.	

Now send this form to Barry Toward at barry.toward@caraway.uk.com or caraway@caraway.uk.com



What to do if you have a concern and wish to report it to Caraway:

1. Is this an accident, incident or near miss?

If so, complete the Incident and Near Miss form and send to caraway@caraway.uk.com

2. Is this a concern about possible safeguarding event regarding a situation you have been involved in?

Do you want to discuss this on the telephone confidentially with a Caraway lead person? If yes call the Caraway phone on 07535 164014 and leave a message. Someone from the Caraway core team will ring you back in the next few days. Or send an email request for a telephone call to barry.toward@caraway.uk.com or caraway@caraway.uk.com

3. **After the discussion or as a first line if not too serious**, complete the Safeguarding Concerns Report form electronically and send on an email to barry.toward@caraway.uk.com or caraway@caraway.uk.com

4. **On receipt of the form, it will be reviewed by a lead person and they will get back to you with their advice.**

If you think a vulnerable adult is in immediate danger from a potential abuse situation that requires urgent action, you can telephone the Adult Social Services and tell them of your concern.

Anyone who has concerns that an adult who may have care and support needs is at risk of or experiencing abuse and neglect, can raise their concerns with the local authority.

Southampton Adult Social Care: 023 8083 3003 or 02380 233344 out of hours.

There is an online reporting form at this page:

<https://www.southampton.gov.uk/adult-social-care/care-info-professionals/southampton-safeguarding-adults-board/professionals/themes-guidance-and-toolkits/safeguarding-concerns/>

If you think a crime has been committed please telephone the police on 101 or complete a crime report form online at
<https://www.hampshire.police.uk/ro/report/ocr/af/how-to-report-a-crime/>
or
<https://www.hampshire.police.uk/contact/af/contact-us-beta/contact-us/>

If they have had an injury or illness, call a their GP doctors surgery or summon an ambulance on 999

Information about how Social Services assess reports about adult safeguarding concerns can be found here:

[Making decisions on the duty to carry out Safeguarding Adults enquiries | Local Government Association](#)

Incident & near miss: Caraway Report form

The template below provides an example of a form used to record details of an incident or near miss. The form is to be completed by the session lead, and be sent to Caraway Admin on caraway@caraway.uk.com. Please keep a copy for your own records. You are encouraged to follow up with the people concerned.

NOTES:

- The form is designed to capture information and does not detail subsequent or associated actions that may be required, such as reviews or investigations.
- The nature of the issue raised or being reported may necessitate differing follow-up protocols.
- A report form such as this should contribute to, and be an integral part of, the safeguarding policy and [a robust protocol for reporting, responding to & learning from incidents and concerns](#).

Incident & near miss report form

This form is designed to report ALL significant incidents, as well as near misses or close calls. It should be completed by the worker who witnessed the incident, was most directly involved or who provided first aid if relevant. Once completed it must be submitted as per the organisation's reporting protocols.		Session and date
Name & role of person completing this form:		
Event/café name:		Date form is completed:
Event Category (please circle): <i>[e.g. MAJOR / SIGNIFICANT / MINOR – this should link to organisational protocols]</i>	Nature of event (please circle): <i>[e.g. Medical / near miss / behavioural / missing person / loss or damage to property / data loss or breach - should link to organisational protocols]</i>	
Incident Details: Date/ Time:		Group name:
Names of person(s) involved: Consider anonymising in sensitive cases where this will not negatively impact the ability to take immediate response actions:		Nature of involvement: <i>(i.e. injured party, witness, alleged perpetrator etc):</i>
Location of incident:		Details of Conditions if relevant (e.g. weather):

Description of what happened and how it happened (continue on separate sheet if necessary): (N.B. Consider including 3 rd party accounts of the event as an annex if applicable or helpful. Include the reference number on each accompanying account)		
Outcome of event & immediate actions taken: tick box where relevant		
Ambulance required? Y/N Name of hospital / medical facility attended if applicable: Police/fire/rescue services attended? Y/N Notes:	First aid treatment provided: and by whom	Medication given:
Any resulting change of plans or disruption to the programme, if applicable:	Actions taken	Were any immediate changes to risk management procedures made?

Caraway Manager comments (actions taken / impact on rest of programme /external agency involvement / initial lessons learned):

Signed By Author:	Name:	Date:
Signed By Caraway Manager:	Name:	Date:

For Office Use Only:

Follow-up action required:		
Action:	Due date:	Whom responsible: