**Ri child safeguarding report form**

If you have any concerns or need advice, please call either the Designated Safeguarding Officer (DSO) or deputy DSO using the contact numbers at the end of this form, or the NSPCC. If there is (or may be) an immediate risk of harm or a crime being committed, contact the emergency services on 999 or 112.

Safeguarding is everyone’s responsibility - All adults are expected to act on behalf of children at risk of harm or abuse. **You do not need the consent** of the child or any other person to raise your concerns.

Please complete as much information as you can and return this form ASAP to the Ri DSO or deputy DSO. DO NOT wait for more information to become available – you can always send follow-up details later. Please see the Ri Child Safeguarding Procedure for more details on responding to and reporting a concern.

|  |  |  |  |
| --- | --- | --- | --- |
| **RECOGNISE**  a concern, disclosure or accusation  Take these seriously and do not dismiss them  Listen to everything being shared  Do not ask leading questions or investigate | **RESPOND** appropriately  Reassure anyone sharing a concern, disclosure or accusation that they are doing the right thing in speaking up  Do not promise confidentiality | **REPORT**  all concerns to the DSOs or appropriate responsible person ASAP  Tell anyone sharing concerns that you will pass them on to the appropriate people to help keep everyone safe | **RECORD**  all the relevant information  This will be required so the DSOs can assess what to do, and in case concerns need to be passed on to external organisations |

A child is anyone under the age of 18 years, regardless of any other status. If your concern is regarding an adult, please use the Ri adult safeguarding concerns report form or contact the DSOs for advice.

**Situation/activity details**

|  |  |
| --- | --- |
| Name of activity or event (if applicable) |  |
| Venue of activity (e.g. Ri) |  |

**Child’s details**

|  |  |
| --- | --- |
| Child's name |  |
| Age or date of birth |  |
| Home address & postcode |  |
| Parent/Carer name(s), if relevant |  |
| Parent/Carer telephone number, if relevant |  |
| Parent/Carer email address, if relevant |  |
| If you have any contact details for the child, please give them here |  |
| Child’s school/college, if relevant and known (include full name and address/postcode or identifying details) |  |
| Child’s first language & any additional languages |  |
| Does the child have any protected characteristics\* which may impact on the concern being reported? | **Yes / No / Unknown**  **Details:** |
| Are there any other factors which may have an impact on the concern being reported? | **Yes / No / Unknown**  **Details:** |

*\*Protected characteristics are: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation*

**Concerns**

|  |  |
| --- | --- |
| Are you reporting your own concerns or passing on someone else's concerns? Give details |  |
| What are you concerned about? Give details. |  |
| Please briefly describe what has prompted the concerns (include dates, times etc. of any specific incidents) |  |
| Do you think a crime has been or is about to be committed? Please give brief details. | **Yes / No / Unknown**  **Details:** |
| Have you or anyone else made a report to anyone outside the Ri? If so, give details.  (e.g. the police, local authority or national helpline) | **Yes / No / Unknown**  **Details:** |
| Was any action taken at the time to protect the child? If yes, please state clearly who did what and when. | **Yes / No / Unknown**  **Details:** |
| Is there anything else which may be relevant (e.g. physical or behavioural signs)?  Please give details, making clear what is fact and what is your opinion/interpretation | **Yes / No / Unknown**  **Details:** |
| Have you spoken to the child you are concerned about? If yes, please record any relevant questions/statements here.  DO NOT TRY TO INVESTIGATE OR PROBE | **Yes / No / Unknown**  **Details:** |
| Have you spoken to the anyone accompanying or supporting them, or a parent/carer? If yes, please record any relevant questions/ statements here.  DO NOT TRY TO INVESTIGATE OR PROBE | **Yes / No / Unknown**  **Details:** |
| Has anybody been alleged to be an abuser? Please give details if known, including full name, address/contact details and any connection to the Ri | **Yes / No / Unknown**  **Details:** |
| Does this concern involve any individual who is working or volunteering for or associated with the Ri? | **Yes / No / Unknown**  **Details:** |
| Have you talked to anyone else about your concerns? Please give details | **Yes / No**  **Details:** |
| Is the child aware that a concern has been identified? | **Yes / No / Unknown**  **Details:** |
| Is the child aware that the concern will be shared with people who are able to help? | **Yes / No / Unknown / Not Applicable**  **Details:** |

**Additional people**

|  |  |
| --- | --- |
| Was the child accompanied by any adults? If yes, please give their name(s), relationship to the child, contact details, and any other useful information | **Yes / No / Unknown**  **Details:** |
| Was the child accompanied by any additional children? If yes, please give their name(s), relationship to the child, contact details for them or a parent/carer, and any other useful information | **Yes / No / Unknown**  **Details:** |
| Are there any concerns about the welfare of any adults at risk or children accompanying or connected to the child? | **Yes / No / Unknown / Not applicable**  **Details:** |

**Reporter’s Details**

|  |  |
| --- | --- |
| Your Name |  |
| Job title/role with the Ri (if applicable) |  |
| Date |  |
| Time |  |
| Location |  |
| I confirm that, to the best of my knowledge, the above information is an accurate representation of the situation and the people involved.  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (If completing electronically and submitting via email, typed signatures are accepted) | |

This form must be completed and sent immediately (within 24 hours) or given in a sealed envelope marked ‘Private & Confidential', to the Ri’s Designated Safeguarding Officer (DSO) or Deputy DSO.

If it is not appropriate to send to the DSO or Deputy DSO, the details of who to send this to are included in the Ri’s Child Safeguarding Procedures.

**Contact email address:** [safeguarding@ri.ac.uk](mailto:safeguarding@ri.ac.uk)

**DSO:** Samantha Durbin, contact number 020 7670 2915, mobile 07741 657 952

**Deputy DSO(s):** Peter Gallivan, contact number 020 7670 2927, mobile 07704 515 238

**Postal address:** Designated Safeguarding Officer, The Royal Institution, 21 Albemarle Street, London W1S 4BS