**The Royal Institution safeguarding concerns report form**

Please complete as much information as you can and return this form ASAP to the Ri Designated Safeguarding Officer (DSO) or deputy DSO. DO NOT delay in completing and sending this form in order to try to collect more information. Please see the Ri Safeguarding Policy for Children for more details on reporting a concern.

If you need any advice please call either the DSO or deputy DSO using the contact numbers at the end of this form, or the NSPCC. If you have any concerns over immediate risk of harm, contact the police.

**Activity details**

|  |  |
| --- | --- |
| Educational activity |  |
| Venue of educational activity |  |

**Child’s details**

|  |  |
| --- | --- |
| Child's name |  |
| Age or date of birth |  |
| First language |  |
| Disability/special factors |  |
| Parent/carer's name(s) |  |
| Home address |  |
| Telephone number |  |
| Does the child have any other relevant characteristics which have an impact on the concern being reported? |  |

**Concerns**

|  |  |
| --- | --- |
| Are you reporting your own concerns or passing on someone else's concerns? Give details |  |
| Please give details of concerns |  |
| Please briefly describe what has prompted the concerns (include dates, times etc. of any specific incidents) |  |
| Are there any physical or behavioural signs? What are they? |  |
| Have you spoken to the child? What did the child say? |  |
| Have you spoken to the parent(s)/carer(s)? What did they say? |  |
| Has anybody been alleged to be the abuser? Please give details |  |
| Have you talked to anyone else about your concerns? Please give details |  |
| Who was this reported to and when? |  |

**Reporter’s Details**

|  |  |
| --- | --- |
| Your Name |  |
| Job title |  |
| Signature |  |
| Date |  |
| Time |  |
| Location |  |

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.

**Contact email address:**

[safeguarding@ri.ac.uk](mailto:safeguarding@ri.ac.uk)

**DSO:**

Samantha Durbin, contact number 020 7670 2915, mobile 07741657952

**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