**PROTECTION REPORTING FORM**

**This form should be completed if you are concerned about suspected student abuse.  Please refer to:**

* **Reporting Suspected Abuse Flow Chart**
* **Reporting Suspected Abuse Procedure**
* **Child & Vulnerable Adult Protection Policy**

**Please complete the undernoted with as much information as possible:**

|  |  |
| --- | --- |
| **Student Name:** |  |
| **Exactly what they said in their own words and / or what did you witness?** | |
|  | |
| **Any information that has been given about the alleged abuser** | |
|  | |
| **Is there clear, visible evidence of physical abuse?** | |
|  | |
| **What were the circumstances of the disclosure?  Please include date & time** | |
|  | |
| **Was anyone else present at the time of the disclosure?** | |
|  | |

**This form should be returned to the Protection Officer as soon as possible by email to:**

[debra.baxter@m4u.org.uk](mailto:debra.baxter@m4u.org.uk)

**or the Trustee Safeguarding Lead:** TBA

Please attach more information if needed.  Please complete this by pen (not pencil)