**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

**or the Trustee Safeguarding Lead:** TBA

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