

The OR Society Safeguarding Reporting Form

This form should be used to record safeguarding concerns. In an emergency please do not delay in informing the police. All the information reported must be treated as confidential and reported to The OR Society's Designated Safeguarding Officer or emailed to Safeguarding@theorsociety.com as soon as possible, ideally within one working day. The form should be completed at the time or immediately following disclosure, but after all necessary emergency actions have been taken and the safeguarding team have been notified. Please complete the form as fully as possible.

1	Your details – the person completing the form:
Full Name	
Position/Title	
Email Address	
Telephone	

2	Are you reporting your own concerns or concerns raised by someone else?
<input type="checkbox"/> my own concerns <input type="checkbox"/> concerns raised by someone else	
If reporting concerns raised by someone else, please provide further information below:	
Full Name	
Organisation	
Position/Title	
Email Address	
Telephone	

3	Details of person affected:
Full Name	
Address	
Email Address	
Telephone	

4	Details of parent / carer (if applicable):
Full Name(s)	
Address	
Email Address	
Telephone	

6	Contact details of other present or potential witnesses:
Full Name	
Address	
Email Address	
Telephone	

7	Has the incident been reported to any external agencies? (please tick)
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If YES please provide further details:	
Full Name	
Agency	
Email Address	
Telephone	
Outcome	

8	Additional relevant information (please detail anything else that you believe to be helpful or important):

I confirm I have completed this form and provided information that is factual and does not contain my own views or opinions on the matter.

Print Name:

Signature:

Date:

The OR Society will store all necessary information confidentially and securely. For more information on how your safeguarding concern will be dealt with by The OR Society safeguarding team, please review our safeguarding policy (available [here](#)) and procedure (available [here](#)).