**Safeguarding Report Form**

This form will be used by staff and volunteers to record disclosures or suspicions of abuse. The completed form should be given to the manager dealing with the allegation.

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| **Your Name** | **Your Position** |
| **Place of work** | **Phone number** |
| **Details of passenger** | | |
| **Name** | | |
| **Address** | | |
| **Date of Birth** | | |
| **Any other relevant details** | | |
| **Details of the allegation/suspicion** | | |
| **Date and time of disclosure** | **Date and time of incident if known** | |
| **Details of the allegation/suspicion. State exactly what you were told or observed or what was said. Use the persons own words as much as possible.** | | |

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| **Actions taken so far:** | |
| **Signed by person reporting** | **Date** | |
| **Signed by manager** | **Date** | |