Thunk-It Theatre LTD
Safeguarding Report Form

This form should be used to report safeguarding concerns relating to Children. In an emergency please contact the Police / Ambulance on 999. All the information provided must be treated as confidential and reported to Thunk-It Theatre as soon as possible.
If you are unable to contact the Safeguarding Officer, use the contact numbers at the end of the form.
The form should be completed at the time or immediately following concern coming to your attention or a disclosure being made, but after all necessary emergency actions have been taken. Please complete the form as fully as possible.

1) YOUR DETAILS – THE PERSON COMPLETING THE FORM

Your Name:	
Your position:	
Your telephone number:	
Your email address:	
Date form completed:	**Time form completed:**

2) THE DETAILS OF THE PERSON AFFECTED

Name:
Date of Birth:
Address:
Telephone number:
Email address:
Details of the incident (please describe in detail using only facts):

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3) OTHER PRESENT OR POTENTIAL WITNESS
Name: **Address:** **Telephone number:** **Email address**
Additional Relevant Information (please detail anything else that you believe to be helpful / important)

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	

To be completed by Safeguarding Officer:

Record action taken:	