



Safeguarding Report Form

Most recent update: 17 May 2024

PART 1

Details of service user this report applies to

| | | | | | |
|---|--|-----------------------|-----|----|--|
| Name | | | | | |
| Address | | | | | |
| Date of birth | | Contact telephone no. | | | |
| Is the person disclosing/of concern below 18? | | | YES | NO | |

Details of staff member completing this form

NB Some safeguarding reports are based on disclosure but there are some where there is no disclosure but there are staff concerns. Please complete the following fields as appropriate

| | | | | | |
|---|-----|----|--------------------|-----|----|
| Organisation | | | | | |
| Service User Disclosure | YES | NO | Staff concern | YES | NO |
| Member of staff to whom disclosure was made | | | Job role | | |
| Organisational Designated Safeguarding lead (if different from above) | | | Date of disclosure | | |
| Nature of disclosure/concern: | | | | | |
| | | | | | |
| Date of submission to the CW&C Designated Safeguarding Lead | | | | | |





Details of any support actions agreed with the service user (if any)

| |
|---|
| Actions taken: |
| <ul style="list-style-type: none"> • |

| | | | | | |
|---|--|----|--|----------|--|
| PREVENT Duty | | | | | |
| We also have a duty to protect our learners and customers from any form of extremism and/or intent to cause harm or capability to cause harm. This includes: | | | | | |
| <ul style="list-style-type: none"> • Right wing extremism • Religious extremism • Animal rights extremism • Other forms of extremism | | | | | |
| In your opinion, do you think the information submitted in this report comes under our Prevent Duty? <i>This is just your opinion to help our Designated Safeguarding Lead access appropriate support/advice.</i> | | | | | |
| Yes | | No | | Not sure | |

Once you have completed the information above, submit the report to:

Matthew Smith Designated Safeguarding Lead for Skills and Employment provision
 Email matthew.smith@cheshirewest.gov.uk
 Telephone 07990 532840

Ben Watts Deputy Safeguarding Lead for Skills and Employment provision
 Email benjamin.watts@cheshirewest.gov.uk
 Telephone 07881 500226

Jodie Ronan Deputy Safeguarding Lead for Skills and Employment provision
 Email jodie.ronan@cheshirewest.gov.uk
 Telephone 07768 558858



PART 2

Safeguarding report

To be completed by the Council's Designated Safeguarding Lead (DSL)

| | |
|-----------------------|--|
| Name of DSL: | |
| Date Received by DSL: | |

| | | |
|--|-----|----|
| Agreement with first response actions taken: | YES | NO |
|--|-----|----|

| |
|------------------------------|
| Further actions to be taken: |
|------------------------------|

| Action | By Whom | Complete |
|--------|---------|----------|
| | | |
| | | |
| | | |

| | | | |
|-------------|--|------------|--|
| Review date | | Diarised ✓ | |
|-------------|--|------------|--|

| |
|---------------|
| Review notes: |
| |

(copy and paste additional review dates and notes if required)

I confirm that following review(s), there are no further actions to be taken on this case:

| | | | |
|--------|--|------------------|--|
| Signed | | Date case closed | |
|--------|--|------------------|--|

| | |
|--|--|
| <i>Report quality sampled by Disclosure QA Officer</i> | |
|--|--|

| | | | |
|-----------------|--|-------------|--|
| <i>Approved</i> | | <i>Date</i> | |
|-----------------|--|-------------|--|