

Safeguarding Referral Form

The following form has been created to support UCEM staff/students to make a referral to the safeguarding team. It is not compulsory that reports are made using this form, however staff must ensure that all information requested from the form is included in their report.

1. Name of referrer (your name):	2. Date of referral:
3. Name of the person (or people) you are concerned about:	
4. Did the person you were concerned about approach you to raise the concern (if yes, please answer questions 5-7)?	5. Date and time of conversation:
6. Location of conversation (email/telephone is fine):	7. People present for conversation:
8. Please describe your concern. If a conversation has taken place with the learner, please recount this as accurately as possible, using exact words.	