

Safeguarding Disclosure Report form - CONFIDENTIAL

Please note, this form should be completed in pen or on line, preferably at the time or as soon after the disclosure as possible.

It is important that you reassure the member that they have done the right thing in telling you.

Explain that you may have to pass the information on and ask if it is this ok with them.

1. Your details

U3A	
Name	
Position	
Email	
Telephone	
Address	
Postcode	

2. Disclosure details

Date	
Time	
Where did the Disclosure occur ie Group, event	

3. Particulars of the Person who has disclosed

Name	Email
Address	
Postcode	Telephone
Was he/she a member of your U3A on the date of the incident?	

4. Disclosure

Please include as much detail as possible. Do not make judgements or state your opinion. Abuse has many different forms so just listen, accept what they say and write it all down as clearly as you can.

7. Name and contact details of any witnesses

It is vital that any disclosure is reported in a timely manner so please ensure that this information is passed on urgently.

The quickest way is to email it to both:

THE HEALTH & SAFETY/SAFEGUARDING OFFICER : healthsafe@sandbachu3a.org.uk

THE CHAIR : chair@sandbachu3a.org.uk

If you cannot email please ring and leave a message :0844 586 0670

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