|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **First report of Cause for Concern (Children and Young People)** | | | | | |
|  | | | | | |
| This report should be completed by the volunteer raising the cause for concern after discussing it with their team leader or alternative authority | | | | | |
|  | | | | | |
| (See Safeguarding C & YP procedure) | | | | |  |
|  | | | | | |
| Details of volunteer raising concern | | | | | |
| Name: |  | | | | |
| Volunteer Group: | | |  | | |
|  | | | | | |
| Record of Observed Concern | | | | | |
| Time: | |  | |  | |
| Date: | |  | |
| Place: | |  | | | |
|  | | | | | |
| Describe the concern in your own words: | | | | | |
|  | | | | | |

|  |  |  |
| --- | --- | --- |
| Write down any actual words spoken by the child / young person: | | |
|  | | |
|  | | |
| Details of Witnesses: | | |
| Names | Witness 1: |  |
|  | Witness 2: |  |
|  | Witness 3: |  |
|  |  |  |
|  |  |  |
|  | | |
| Discuss with team leader / supervisor / alternative authority (see flow chart) | | |
| Outcome of discussion: | |  |
|  | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Action Taken: | |  | | | | | |
|  | | | | | | | |
| Advice from Safeguarding monitor (CS only) | | | | Yes | No |  | |
| Action Taken: | |  | | | | | |
|  | | | | | | | |
|  | | | | | | | |
| The Refugees Welcome designated Safeguarding person must be informed of any potential safeguarding issues and a copy of this form sent | | | | | | | |
| Date sent: |  | |  | | | | |
|  | | | | | | | |
| Refugees Welcome Contact List | | | | | | | |
| Name | | Position | | Phone No | | | Email |
| Marion Tugwood | | Designated Person (Safeguarding) | | 01625 572259 | | | [refugeescheshireeast@gmail.com](mailto:refugeescheshireeast@gmail.com) |
| Barbara Phillips | | Project Manager CSS | | 07778 811036 | | | [barbaramayphillips18@gmail.com](mailto:barbaramayphillips18@gmail.com) |
| Anne Towers | | Project Manager VPRS | | 07840 038172 | | | anne@towers53.plus.com |
| Alex Major | | Volunteer Supervisor | | 01270 763100 | | | [alex.major@cvsce.org/uk](mailto:alex.major@cvsce.org/uk) |
| Jane Emery | | Safeguarding Monitor CSS | | 07967 388992 | | |  |