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| **First report of Cause for Concern (Children and Young People)** |
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| 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: |
|  |

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| 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: |  |
|  |

|  |  |
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| 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 |
| Barbara Phillips | Project Manager CSS | 07778 811036 | 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 |
| Jane Emery | Safeguarding Monitor CSS | 07967 388992 |  |