



Adult Safeguarding – Adult Incident or Concern Report Form

To be completed as fully as possible if you have concerns regarding any vulnerable adult or adult at risk.

If it is safe to do so, it is important to inform the adult about your concerns and to tell them that you have a duty to pass the information onto the National Safeguarding Officer (NSO). You should also discuss with the adult what they want to happen and the outcome they would like. The NSO will then look at the information and start to plan a course of action.

Section 1 – Details of the adult you have concerns about	
Name of adult	
Address	
Date of Birth/ Age	
Contact number	
Emergency contact if known	
Consent to share information with emergency contact?	
Section 2 – Details of the person completing this form/ Your details	
Name	
Contact phone number(s)	
Email address	
Line manager or alternative contact e.g Federation Safeguarding Officer or Club Chairman	
Name of organisation / club	
Your Role in organisation	

Section 3 – Details of concern

Please explain why you are concerned. Please give details about what you have seen/been told/other that makes you believe the adult is at risk of harm or is being abused or neglected (include dates/times/evidence from records/photos etc.)

Date/ Time	What happened

Section 4 - Have you discussed your concerns with the adult? What are their views, What have they said about what they want to happen and what outcomes they want?

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Section 4A – Reasons for not discussing with the adult

Discussion would put the adult or others at risk. Please explain:

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Adult appears to lack mental capacity. Please explain:		
Adult unable to communicate their views. Please explain:		
Section 5 – Details of the person thought to be causing harm (if known)		
Name		
Address		
Date of Birth/Age		
Connection to adult or relationship.		
Role in organisation		
Do they have contact with other adults at risk in another capacity? E.g. in their work/family/as a volunteer		
Section 6 – Risk to others		
<p>Are any other adults at risk Yes/No/Not known – delete as appropriate.</p> <p>If yes, please fill in another of these forms for each person, answering questions 1-6</p>		
<p>Are any children at risk Yes/No/Not known (Delete as appropriate)</p> <p>If yes, please fill in a safeguarding children incident report form and attach to this.</p>		

Section 7 – What action have you taken if any /agreed with the adult to reduce the risks?

Actions by club: e.g. person causing harm suspended, session times changed.

Section 8: Other agencies contacted	Who has been contacted/reference number/contact details/advice gained/action being taken
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Police	
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Ambulance	
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Other – please state who and why:

Section 9: Contact with Club Welfare/Safeguarding Officer or others within the club

Who else has been informed of this issue? What was the reason for information sharing?

Consultation with National Safeguarding Officer	Dates and times
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Completed Form copied to NSO; Date and time

Signed:

Date:

NSO USE ONLY

Section 10 – Sharing the concerns (To be completed by National Safeguarding Officer)

Details of your contact with the adult at risk of harm. Have they consented to information being shared outside Croquet England?

Details of contact with the Local Authority Safeguarding Team/MASH where the adult at risk of harm lives – advice can be still sought without giving personal details if you do not have consent for a referral.

Details of any other agencies contacted:

Details of the outcome of this concern: