

Safeguarding Adults Reporting Form Template

Caller/reporter's details:	
Name <i>(even if just first name)</i>	
Contact number	
Relationship to person(s) at risk	
Adult(s) at risks details:	
Name	
Address	
Contact number	
Are they aware of your concern?	
Person suspected of committing the poor practice or abuse:	
Name	
Address/Location	
Relationship to person(s) at risk	
Are they aware of your concern?	
Details of concerns/incident:	
<p>Questions to ask/paraphrase –</p> <p><i>What has happened?</i></p> <p><i>Why are you concerned?</i></p> <p><i>When did this happen?</i></p> <p><i>Where?</i></p>	
Involving the adult(s) at risk	
<p>What action does the person you have a concern about want taken? –</p> <p><i>If appropriate, involve and record the person's views and wishes for what they would like to happen.</i></p>	
Has anyone else been informed?	(who?):

Time of call/report:	Date of call/report:	Taken by:
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