



Safeguarding Incident/Concern Form

You must password-protect this form before emailing to skills.concerns@southtyneside.gov.uk or hand deliver a hard copy marked confidential FAO Jen Wadsworth/Lorna Moore.

General Details				
Name of Person Completing Form			Organisation	
Address			Telephone No.	
Course Code			Venue	
Signature			Date	
Incident/Concern Details				
Course Day	Mon	Tues	Wed	Thurs
	Fri	Sat	Sun	
	Date of Incident/Concern			
Course Start Time			Course End Time	
Date of Referral to Children's/Adult Services (if applicable)				
Details of incident/concern (include all relevant learners full names and dates of birth)				
If the incident/concern is of a serious nature please don't hesitate to consult with Children's Services 0191 4245010 or Let's Talk Team (Adult Services) 0191 424 6000. If your class is an evening class contact out of hours service – 0191 4562093. You must inform Skills South Tyneside as soon as possible about this and then it should be recorded on the Safeguarding Incident / Concern Form.				



Action taken:	Date	Completed By Whom
Resulting outcomes:		
Any additional comments:		
Skills South Tyneside, South Tyneside Council, Town Hall and Civic Offices, Westoe Road, South Shields NE33 2RL Jen Wadsworth – Employment and Skills Officer 0191 424 7394, Lorna Moore – Employment and Skills Quality Officer 0191 424 6588		
For Office Use Only		
Date Received by Skills South Tyneside:		
Any further actions required by Skills South Tyneside:		