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# Reporting a Concern Form

**for use by BfN Staff and Volunteers at BfN groups/activities**

**Reporting Concerns About a Child/Vulnerable Adult**

You must raise and discuss your concerns, without delay, with a BfN Supervisor or Project Co-ordinator or Line Manager

**If you are unable to discuss your concerns locally, and you think the concern is urgent and someone is in immediate danger, do not delay – call 999, or your local safeguarding teams (Safeguarding Children Partnership/Adult Safeguarding Board).**

**DO NOT INVESTIGATE** the situation yourself, but you **DO** have a duty to report the facts and seek advice.

If you still have a concern after consulting with the above, please follow and complete this form below with as much information as you have, use this form to record every conversation relating to the concern - do not delay in sending this form if you don’t have all the information.

**Email the final completed form to BfN safeguarding leads (who are also Programme Managers) - safeguarding@breastfeedingnetwork.org.uk**

Refer to BfN’s full safeguarding policy when completing this form.

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| **First name and surname and dates of birth of caller and child (This will be needed for any safeguarding follow up and also allows us to spot any issues involving the same individuals) - If available** |
| **Name of the person completing this form:** | **Contact phone number and email:**  | **Location, date and time of concern raised:** |
| **Name of the person who had initial contact with the person the concern is relating to: (if different than above)** | **Contact phone number and email:** | **Brief detail of the type of peer support/location etc:** |
| **Your BfN Supervisor /coordinator/line manager// :** | **Date and time of concern raised with BfN**  |
| If you are responding to concerns raised by someone else, please describe who eg. supervisee/fellow volunteer/staff member and place of concern eg phone/group/home visit |
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| **Please provide details (without names) of the incident or concerns you have,** including times, dates, description of any injuries, whether information is first hand or the accounts of others, was anyone else present that witnessed the incident or shared concerns, including any other relevant details – keep notes factual,: |
| Remember concerns should be discussed with the family **unless**:* + - * the view is that a family member might be responsible for abusing the child
			* someone may be put in danger by the parents being informed
			* Informing the family might interfere with a criminal investigation.

**Record/Summary of Discussion with family (date and time)** |
| **Record/Summary of discussion with Supervisor or Project co-ordinator/line manager or NBH Helpline Volunteer Co-ordinator (record date and time of each discussion):** |
| **Record/Summary of discussion with local safeguarding lead where relevant (record date and time of each discussion):** |
| **Record/Summary of discussion with BfN safeguarding lead (safeguarding@breastfeedingnetwork.org.uk) (record date and time of each discussion):** |
| **If you are unable to discuss your concerns with responsible safeguarding persons locally or within BfN, and you think the concern is urgent and someone is in immediate danger,** **do not delay – call 999, or your local safeguarding board .**Safeguarding children partnership team/Safeguarding adults Boards/MASH - You should find the contact details on your local authority/council website by searching for safeguarding or child protection |
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| **Summary of discussion with Local Safeguarding Children Partnership/Local safeguarding adult boardAB/MASH (if relevant) (record date and time of each discussion):** |
| **Summary of 999 call (record date and time of each discussion):** |
| **After discussions with the above is there still child/adult safeguarding concerns?**Yes/No (delete as appropriate) |
| Remember safeguarding concerns are rare, it is important to share your concerns with the right people (as listed above) – do not delay in talking to someone NB. At this point, whether there are still concerns or not, please email this form to BfN safeguarding leads if not already done so to: safeguarding@breastfeedingnetwork.org.uk. This information will help us to review the policy and develop our safeguarding training. |
| **GREYED OUT SECTIONS BELOW ARE TO BE COMPLETED TOGETHER WITH YOUR SUPERVISOR / COORDINATOR/ HELPLINE VOLUNTEER COORDINATOR/BFN SAFEGUARDING LEAD** |
| Are you aware of any previous incidents or concerns relating to this child/adult and of any current risk management plan/support plan? If so, please provide details: |
| Have you informed the statutory child protection authorities (highlight your answer)?**Police**: Yes/No Date and time:Name and phone number of person spoken to:**Local authority safeguarding children/adult safeguarding contact**: Yes/No Date and time:Name and phone number of person spoken to:Action agreed with authorities: |
| What has happened since referring to statutory agency(ies)? Include the date and nature of feedback from referral, outcome and relevant dates: |
| If the concerns are not about child protection, details of any further steps taken to provide support to child and family, and any other agencies involved: |
| Updates from Safeguarding Leads or others involved in report and discussing this issue: Include your name and date in each update |

Please keep personal details in accordance with IG policy and local practice, ready to be shared appropriately if/when necessary**.**