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**NBH Reporting a Concern Form**

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

**If you are unable to discuss your concerns as per the details below, 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.

**There are different routes for ABM and BfN volunteers.** Please follow the relevant route – see below.

**ABM volunteers** If you still have a concern after consulting with the ABM Safeguarding leads or your BFCC, 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.

**BfN volunteers** If you still have a concern after consulting with a BfN supervisor, HVC or Project Coordinator, 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 either the ABM or BfN safeguarding leads:**

**BfN**

**Send to:**

**projects@breastfeedingnetwork.org.uk**

**and cc in**

**hester.schofield@breastfeedingnetwork.org.uk**

**and** **caroline.bolton@breastfeedingnetwork.org.uk**

**ABM**

**Send to:**

**caroline.bolton@breastfeedingnetwork.org.uk**

**caroline.harrower@breastfeeding.network.org.uk**

**Your own BFCC**

**Please cc in hester.schofield@breastfeedingnetwork.org.uk**

Refer to either the BfN or ABM’s full safeguarding policies when completing this form.

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| **Details of child and parents/carers** Please keep personal details in accordance with IG policy and local practice, ready to be shared appropriately if/when necessary**.** |
| **Your name:** | **Peer supporter/BFC activity:** | **Date and time of concern raised:** |
| Name and phone no of person you have raised the concern with: | **Date and time of concern raised** |
| If you are responding to concerns raised by someone else, please describe who e.g. supervisee/fellow volunteer/staff member and place of concern e.g. phone/group/home visit |
| **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 persons discussed with (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 ABM/BfN safeguarding lead (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, the NSPCC** **0808 800 5000****, or your local safeguarding board .**NSPCC - Helpline (24 hours a day 365 days a year)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 |
| **Summary of discussion with NSPCC (if relevant) (record date and time of each discussion):** |
| **Summary of discussion with Local Safeguarding Children Partnership/Local safeguarding adult board/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 ABM or BfN safeguarding leads as above: 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/BFCC/ 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: |