UCL ACCESS AND WIDENING

PARTICIPATION OFFICE

**CONFIDENTIAL**

**Do not share this form with anyone other than the UCL staff member(s) you report it to.**

1. **Concern**

Please use the space below to record the concerns that you may have regarding a child or adult who has contact with children. These may include a child being unusually distressed, appearing to be attracted to an adult, an adult appearing to be attracted to a child, a change in a child’s attitude or behaviour or a physical injury. Do not remove clothing to inspect a child if you have concerns of physical or sexual abuse. Please also record any action you have taken. Continue on a separate sheet if necessary.

1. **Key information**(only record information you know – do not ask the young person concerned for personal information beyond their name)

|  |  |
| --- | --- |
| **Your name:** |  |
| **Contact details:** |  |
| **Name of young person concerned:** |  |
| **Other useful information about the young person that you know e.g. contact details, school, DOB etc.** |  |
| **Your role in relation to the young person:** |  |
| **Name of UCL WP event:** |  |
| **Is the young person aware of the report?** | Yes / No |

1. **What are you reporting?**

* I am concerned about a young person (section 2 & 3)
* I was witness to an incident with a young person (section 2 & 4)
* I was involved in an incident with a young person (section 2 & 4)
* A young person has told me they are being abused (section 2 & 5)
* I have received an allegation of abuse (section 2 & 5)

1. **Allegation/disclosure of abuse**

|  |  |
| --- | --- |
| Allegation received from (young person or other): |  |
| Name of person about whom allegation was made: |  |

Please use the space below to record the details of the allegation or disclosure you received. This should be a factual account of the information you have received only. Do not include assumptions or opinions of others. Make sure you record details of dates and times and any other potentially useful information. If the disclosure has come from the child who is claiming they are being abused, the conversation should be recorded in their words. Continue on a separate sheet if necessary.

1. **Incident with a young person**

If you have been involved in, or witnessed an incident involving a young person please provide details below. This may include a young person behaving inappropriately towards you or another person or that they could have misinterpreted something you said or did. Continue on a separate sheet if necessary.

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please submit the completed form to an Access and Widening Participation DSO immediately**

**\*\*If the incident or concern involves a member of UCL staff or student staff please send immediately to a Central UCL HR safeguarding contact\*\***

**All safeguarding contacts can be found online at:** <https://www.ucl.ac.uk/widening-participation/child-protection-and-safeguarding>