**Through the Roof Safeguarding reporting form**

If you have a concern regarding a potential Safeguarding incident in Through the Roof, please make a full and factual record of what had been said, heard and/or seen, below, where the information is known. It is not your responsibility to determine whether or not abuse has taken place, but it is everyone’s responsibility to report concerns.

|  |  |
| --- | --- |
| Name of person at risk |  |
| Age of person at risk |  |
| Address of person at risk |  |
| Contact number of person at risk |  |
| Relationship between person at risk and the person alleged responsible |  |

|  |  |
| --- | --- |
| Name of alleged responsible |  |
| Address of alleged responsible |  |
| Position in relation to TTR e.g. employee, volunteer |  |

|  |  |
| --- | --- |
| Date of incident |  |
| Time of incident |  |
| Location of incident |  |
| Witness details |  |
| Describe the situation |  |
| What led to the allegation being made |  |
| What did you do next |  |

|  |  |
| --- | --- |
| Your name |  |
| Your address |  |
| Your contact number |  |
| Date |  |
| Time |  |
| Signature |  |

Please complete and return this form electronically, or by post, to the appointed TTR Safeguarding Officer, Katie Budd [katie@throughtheroof.org](mailto:katie@throughtheroof.org), within 24 hours, or contact Thirtyone:eight: 0303 003 1111.

Through the Roof, Alpha House, Alpha Place, Garth Road, Morden SM4 4TQ