|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **First report of Cause for Concern (Children and Young People/ Vulnerabel Adult)** | | | | | |
|  | | | | | |
| This report should be completed by the volunteer raising the cause for concern after discussing it with their / Volunteer Supervisor/ Project Lead/ Safegaurding Lead (see list) | | | | | |
|  | | | | | |
| (See Safeguarding C & YP and Adults procedure) | | | | |  |
|  | | | | | |
| Details of volunteer raising concern | | | | | |
| Name: |  | | | | |
| Volunteer Group: | | |  | | |
|  | | | | | |
| Record of Observed Concern | | | | | |
| Time: | |  | |  | |
| Date: | |  | |
| Place: | |  | | | |
|  | | | | | |
| Describe the concern in your own words: | | | | | |
|  | | | | | |

|  |  |  |
| --- | --- | --- |
| Write down any actual words spoken by the child / young person: | | |
|  | | |
|  | | |
| Details of Witnesses: | | |
| Names | Witness 1: |  |
|  | Witness 2: |  |
|  | Witness 3: |  |
|  |  |  |
|  |  |  |
|  | | |
| Discuss with Volunteer supervisor / Project Lead /Safeguarding Monitor CSonly (see chart) | | |
| Outcome of discussion: | |  |
|  | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Action Taken: | |  | | | | | |
|  | | | | | | | |
| Advice from Volunteer Supervisor/Project lead/ Safegaurding Monitor (CS only) | | | | Yes | No |  | |
| Action Taken: | |  | | | | | |
|  | | | | | | | |
|  | | | | | | | |
| **The Refugees Welcome Designated Safeguarding Trustee must be informed of any potential safeguarding issues and a copy of this form sent** | | | | | | | |
| Date sent: |  | |  | | | | |
|  | | | | | | | |
| Refugees Welcome Contact List | | | | | | | |
| Name | | Position | | Phone No | | | Email |
| **Gill Appleton** | | **RW Designated Safeguarding Lead RW**  **/Afghan (Crewe)** | |  | | | [**refugeescheshireeast@gmail.com**](mailto:refugeescheshireeast@gmail.com/) |
| **Alex Major** | | **RW Safeguarding Lead Macclesfield and Congleton / Volunteer Supervisor (CVSCE): All projects** | | **01270 763100**  **Work mobile 07565 338 486** | | | [Estelle.Worthington@cvsce.org.uk](mailto:Estelle.Worthington@cvsce.org.uk)  during normal work hours/days (9 - 4.30pm Wed - Thur, and 9 - 12.30pm on Fri) |
| Nicky Campbell | | RW Chair of Trustees  Project lead: Afghan (Macclesfield) | |  | | | [**refugeescheshireeast@gmail.com**](mailto:refugeescheshireeast@gmail.com) |
| Anne Towers | | Project Lead: Macclesfield and Congleton Syrian, Ukraine (Macclesfield) | |  | | | [**refugeescheshireeast@gmail.com**](mailto:refugeescheshireeast@gmail.com/) |
| Judith Mayer | | Project Lead: Alsager Afghan/ Congleton Ukraine | |  | | | [**refugeescheshireeast@gmail.com**](mailto:refugeescheshireeast@gmail.com/) |
| David Raines | | Project Lead: Bollington Ukraine | |  | | | [**refugeescheshireeast@gmail.com**](mailto:refugeescheshireeast@gmail.com/) |
| Alan Brown | | Project Lead: Nantwich Syria | |  | | | [**refugeescheshireeast@gmail.com**](mailto:refugeescheshireeast@gmail.com/) |
| Tony Smith | | Project Lead Alsager | |  | | | [**refugeescheshireeast@gmail.com**](mailto:refugeescheshireeast@gmail.com/) |
|  | |  | |  | | |  |