Safeguarding Incident/Concern Form

##### You must password-protect this form before emailing to [skills.concerns@southtyneside.gov.uk](mailto:skills.concerns@southtyneside.gov.uk) or hand deliver a hard copy marked confidential FAO Jen Wadsworth/Kevin Thompson

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| **General Details** | | | |
| Name of Person Completing Form |  | Organisation |  |
| Address |  | Telephone No. |  |
| Course Code |  | Course Title |  |
| Venue |  | Date |  |
| **Incident/Concern Details** | | | |
| Date of Incident/Concern |  | Date of Referral to Children’s/Adult Services  (if applicable) |  |
| Details of incident/concern (include all relevant learners full names and dates of birth)    If the incident/concern is of a serious nature, please don’t hesitate to consult with Children’s Services 0191 424 5010 or Let’s Talk Team (Adult Services) 0191 424 6000. If your class is an evening class, contact out of hours service – 0191 4562093. You must inform South Tyneside Works as soon as possible about this and then it should be recorded on the Safeguarding Incident / Concern Form. | | | |

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| **Action taken:** | **Date** | **Completed By Whom** |
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| **Resulting outcomes** | | |
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| **Any additional comments** | | |
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| South Tyneside Works, South Tyneside Council, Town Hall and Civic Offices, Westoe Road, South Shields NE33 2RL  Jen Wadsworth – Skills Course Leader 0191 424 7394, Kevin Thompson – Strategic Commissioning Manager 0191 424 6584 | | |
| **For Office Use Only** | | |
| Date Received by South Tyneside Works: | | |
| Any further actions required by South Tyneside Works: | | |
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