



Safeguarding Concern Form

If you have a concern, please complete the details below as fully as possible and hand to your Area safeguarding representative or send directly to safeguarding@idta.co.uk within 24 hours of the incident (or of becoming aware of it).

Please complete this form as fully as you can but if you don't know **all** the details please submit the form including just the information you know. Never delay or decide not to send the form because you don't have all the details.

Your details:

Full Name:

Address (inc. postcode):

Contact email:

Contact phone number:

Your role (eg. The school you work at and your position there):

The details of the individual you are concerned about/ the person who has been harmed:

Full Name:

Date of birth:

Address (inc. postcode):

Name of the dance school they attend:

Name of school principal:

The details of the individual who you believe may have / has harmed a child, young person or at risk adult:

Name:

Address:

Phone number:

Relationship to the individual:

Is this person in a position of trust: (eg are they a teacher, teaching assistant, chaperone or event volunteer). **Yes / No**

If so what is the name of the school they work at:

Please describe your concern as accurately as possible:

What happened:

When did it happen:

Who was present:

Where did this happen:

Please include any additional details explaining what you are worried about, what you understand or don't understand and anything that is complicated or confusing to you.

Please describe any action you have already taken for example first aid provided for an injury:

Please describe any details of any conversation you have held with the child / young person/ at risk adult:

If this concern is regarding a child / young person have you sought consent from their parent / guardian to share this information:

Yes/ No

If not, why not? Please provide details?

If this concern is regarding an adult were they able to consent to you sharing this information?

Yes/ No

If not why not? Please provide details:

What action have you taken so far: (for example contact with your local social care or early help team, raising a safeguarding referral or contacting the NSPCC for advice).

What has been the outcome of those actions to date:

Signed:

Dated:

This information will be used as outlined in the IDTA safeguarding policies which can be found here [Safeguarding - International Dance Teachers' Association \(idta.co.uk\)](https://www.idta.co.uk/safeguarding)