

Appendix 1 *(paper copies to be kept in the PflW garage)*

Safeguarding Concern Form - Paddlers for Life Windermere

Charitable Incorporated Organisation (CIO) No. 1200841

Please complete this form as soon as possible after a safeguarding concern is raised.
Submit it to the Designated Safeguarding Lead (DSL) and store securely.

◆ Section 1: Reporter Information

Date of Concern:

Name of Person Reporting:

Contact Details (email or phone):

Role in the Charity:

◆ Section 2: Person Concerned

Name of Person Concerned (if known):

Is this person a member of the charity?

Yes

No

Not sure

Age Group (if known):

Under 18

18–64

65+

Unknown

◆ Section 3: Details of Concern

Type of Concern (tick all that apply):

Physical abuse

Emotional abuse

Sexual abuse

Financial abuse

Neglect

Discrimination

Other:

Description of Concern *(Include time, location, what was said or observed)*

◆ **Section 4: Action Taken**

Was immediate action taken?

Yes

No

If yes, describe the action taken:

Was the DSL informed?

Yes

No

Not yet

Date and time DSL was informed (if applicable):

◆ **Section 5: Declaration** *(please print and sign & date)*

Signature of Person Reporting:

Date Submitted:



Confidentiality Notice

This form must be stored securely and shared only with those who need to know, in accordance with Paddlers for Life Windermere's safeguarding policy.