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| **Part 1** | To be completed by Safeguarding Lead |
| Date of incident | [add date] |
| Report prepared by | [add name and role] |
| Date of report being made and sent to whom | [add date and names of recipients] |
| Outline summary of the safeguarding incident or allegation or concern | [add incident details] |
| Does the Safeguarding Lead recommend that this incident requires notification to the Charity Commission? | [add yes or no] |
| If yes, under which criteria is it being reported? | [refer to criteria in 3.2, and 6 below] |
| If no, explain the rationale for this decision |  |
| **Part 2** | To be completed by Safeguarding Trustee |
| Name of Safeguarding Trustee |  |
| Date when the notification form was reviewed Safeguarding Trustee | [add date] |
| Decision about reporting to the Commission | [Safeguarding Trustee to either ratify the Safeguarding Lead’s recommendation or suggest another course of action] |
| **Part 3** |  |
| Date of notifying the Charity Commission, incident reference number and name/role of who made the notification | [add date, incident report reference number and by whom this was made] |