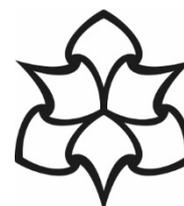


Manchester Metropolitan
University



STUDENT AND ACADEMIC SERVICES

POLICY ON THE SAFEGUARDING OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

February 2017

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MANCHESTER METROPOLITAN UNIVERSITY

POLICY ON THE SAFEGUARDING OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS

1. SCOPE AND AIMS

- 1.1 This Policy addresses aspects of safeguarding children and adults who are classed as vulnerable within the work of the University. It aims to establish a clear framework of principles and procedures which will help to reduce the likelihood of harm to children and vulnerable adults within the work of the University; and provide support to University Members who engage in regulated activity relating to children and regulated activity relating to vulnerable adults (or who supervises anyone engaged in such regulated activity); or who may have contact with children or vulnerable adults.
- 1.2 Safeguarding means protecting children and vulnerable adults from abuse and significant harm. Safeguarding issues may arise as a result of direct University business or, a University Member may be faced with safeguarding concerns when acting on behalf of the University, but in relation to activities unrelated to the University.
- 1.3 The University considers that every child or vulnerable adult regardless of age, disability, gender identity, pregnancy or maternity, race, religion or belief (including of no belief), sex or sexual orientation, has an equal right to protection from abuse.
- 1.4 This Policy is intended to provide guidance for all University Members. Additional departmental policies and procedures may apply in areas of the University that have more frequent contact with children and vulnerable adults.
- 1.5 Some safeguarding issues may be related to actual or potential terrorism. In accordance with the University's obligations under the Prevent Duty, such matters should immediately be reported to the University's Prevent Lead. The name of, and the contact details for, the Prevent Lead are given in Appendix 1.

- 1.6 For the avoidance of doubt, this Policy does not apply to activities undertaken by the University's Students' Union, although it does apply to University activities that take place on Students' Union premises.

2. SAFEGUARDING OFFICER AND DEPUTY SAFEGUARDING OFFICERS

- 2.1 The University will appoint a Safeguarding Officer who will be responsible for:
- promoting, implementing, monitoring and reviewing this Policy in accordance with legislation and guidance on the safeguarding of children and vulnerable adults;
 - on an annual basis, bringing this Policy to the University's Executive Group for review and providing them with a report on the application of the Policy during that year;
 - acting as the main contact within the University for the safeguarding of children and vulnerable adults;
 - ensuring (through appropriate delegations) that risk assessments are undertaken prior to any activity involving children or vulnerable adults;
 - providing University Members with information, advice and training on the safeguarding of children and vulnerable adults;
 - establishing and maintaining contacts with the local children's and adult social care services departments, the Police and the DBS;
 - maintaining confidential records of reported child or vulnerable adult abuse or welfare cases and the action taken in relation to the University Member;
 - making referrals to the DBS where required under the Safeguarding Vulnerable Groups Act 2006 (SVGA 2006) or further to any other regulatory or statutory requirement.
- 2.2 Deputy Safeguarding Officers will also be appointed. The Deputy Safeguarding Officers will deputise for the Safeguarding Officer in his/her absence or if he/she is unavailable.
- 2.3 The Safeguarding Officer and the Deputy Safeguarding Officers will be entitled to devolve or delegate their role and associated responsibilities to the Head of

Faculty SAS for the faculties of Education, and Health, Psychology and Social Care, where a matter involves these faculties.

- 2.4 The names of, and the contact details for, the Safeguarding Officer, the Deputy Safeguarding Officers and the Head of Faculty SAS for the faculties of Education and Health, Psychology and Social Care are given in Appendix 1.

3. DEFINITIONS AND INTERPRETATION

3.1 For the purposes of this Policy:

- the term “**University Member**” is used to describe anyone who works (whether in a paid or unpaid capacity) with, or is otherwise engaged with, children or vulnerable adults on the University’s behalf whether as an employee, Governor, contractor, volunteer, or student;
- the term “**child**” or “**children**” refers to a person or persons under the age of 18 years (as defined in the Children Act 1989 and the Safeguarding Vulnerable Groups Act 2006 (SVGA 2006)). The term “**young person**” or “**young people**” refers to a person or persons who are aged 16-17 but for the purposes of this Policy shall generally come under the definition of a child. Where necessary, this Policy will distinguish between a young person and a child under the age of 16;
- the term “**regulated activity relating to children**” is defined in the SVGA 2006 and includes (this is not an exhaustive list): specified unsupervised activities relating to children (e.g. teaching, training, instruction, care or supervision) which are carried out on a frequent (as a general rule at least once a week), or intensive (more than three days in any 30 day period) basis, or overnight (between 2am and 6am where the activity gives the person the opportunity to have face-to-face contact with children); or certain work in a specified place which provides the opportunity for frequent contact with children (e.g. a school).
- the term “**DBS**” means the Disclosure and Barring Service which is a statutory body that replaced the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA).

- the term “**regulated activity relating to vulnerable adults**” is defined in the SVGA 2006 as an adult who is in receipt of regulated activity (see below) and is considered vulnerable at the time he or she requires that regulated activity.
- Regulated activity includes (this is not an exhaustive list):
 - the provision of health care treatment in any setting by a health care professional, or by a person acting under the direction or supervision of a health care professional;
 - the provision of certain types of personal care to a person who needs it because of age, illness or disability;
 - the provision of prescribed social work by a social worker to clients or potential clients;
 - the provision of assistance, in relation to general household matters, to a person who requires it because of age, illness or disability, transportation provided because of a person's age, illness or disability.

3.2 The University recognises that abuse may take many forms and for the purposes of this Policy a child or vulnerable adult is abused when an individual exposes the child or vulnerable adult to neglect and/or physical injury and/or sexual and/or emotional abuse (as, without limitation is detailed within in Appendix 4 to this Policy). In the case of vulnerable adults, this can also include psychological abuse/exploitation/financial or material abuse/discriminatory abuse and/or institutional abuse. In all instances the abuse may be deliberate or the result of negligence or ignorance.

3.3 This Policy has been the subject of an impact assessment in accordance with the University’s Equality & Diversity Policy, and our requirements under the Public Sector Equality Duty.

4. APPROACH

4.1 The University and University Members may engage with children and vulnerable adults across a range of settings including (amongst others) teaching, research, volunteering opportunities, placements and widening participation activities. The University wishes to ensure that it maintains the highest possible standards to

meet its social, moral and legal responsibilities to protect and safeguard the welfare of children and vulnerable adults with whom the University's work brings University Members into contact.

- 4.2 The Safeguarding Officer and the Deputy Safeguarding Officers will ensure that University Members are made aware of and/or briefed (as appropriate) on this Policy. The Safeguarding Officer and the Deputy Safeguarding Officers will engage with appropriate external training. The Safeguarding Officer will ensure that Heads of Faculty SAS and other relevant professional services employees also receive the necessary training. Students in the faculties of Health, Psychology and Social Care and Education receive training as part of their units of study.
- 4.3 University Members will be expected to abide by this Policy and all University staff are responsible for reporting appropriate concerns about safeguarding to the Safeguarding Officer or Deputy Safeguarding Officers.
- 4.4 The University will undertake appropriate checks with the Disclosure and Barring Service (DBS), in respect of University Members who will be engaging in "regulated activity relating to children" or "regulated activity relating to vulnerable adults". The University is required, in certain circumstances, to report an individual to specific external agencies and/or the DBS.
- 4.5 DBS screening of students, who, as part of their programme of study, undertake a regulated activity relating to children or a regulated activity relating to vulnerable adults will take place, overseen by the appropriate Head of Faculty SAS with advice and guidance from Director of Student Support Services. (<http://www2.mmu.ac.uk/dbs/>). Where DBS screening is required for an activity that falls outside of a student's programme of study, it will be overseen by the appropriate Head of Faculty SAS, with support provided by the Director of Student Support Services where needed.
- 4.6 Where a University Member representing the University engages with children or vulnerable adults within a third party organisation, that organisation's policies and procedures should be followed where any safeguarding issues arise but the University Member should inform the University's Safeguarding Officer that a

safeguarding issue has arisen and that a report has been made via the third party organisation's procedures.

- 4.7 All incidents of alleged misconduct concerning children/vulnerable adults and/or abuse of children/vulnerable adults will be taken seriously by the University and responded to swiftly and appropriately in accordance with this Policy. The University has developed certain procedures (as detailed below), which set out the processes by which University Members can report concerns about a child or vulnerable adult's welfare within the University; the Policy also establishes key individuals within the University who are responsible for responding to safeguarding concerns and liaising with the appropriate agencies.
- 4.8 Where appropriate, breaches of this Policy and/or allegations of misconduct concerning children/vulnerable adults and/or abuse of children/vulnerable adults may result in the University invoking relevant staff or student disciplinary procedures or taking other appropriate courses of action in respect of a University Member.
- 4.9 The University may refer concerns that a child or vulnerable adult might be at risk of significant harm to the local children's or adult social care services and/or the Police. If the concern relates to the University's Prevent Duty with regard to actual or potential terrorism, the matter should be referred immediately to the University's Prevent Lead.
- 4.10 Although the University will do all that it reasonably can to fulfil its safeguarding obligations it cannot act in the place of a parent or carer and ultimate responsibility will remain with the individual's parent, carer or other agency responsible for their welfare.
- 4.11 All personal data will be processed by the University in accordance with the requirements of the Data Protection Act 1998, its Data Protection Policy and its registration with the Information Commissioner Officer [Z5710637].
- 4.12 For contact details for the Safeguarding Officer, Deputy Safeguarding Officers and other individuals referred to in this Policy, please see Appendix 1.

5. GUIDELINES FOR DEALING WITH A SUSPICION OR ALLEGATION OF ABUSE INVOLVING A NON-UNIVERSITY MEMBER

- 5.1 All University Members must be alert to the possibility that the children or vulnerable adults they are working with may have been, or may be, at risk of being abused. Abuse may be at the hands of the individual's family or friends or others outside of the University. All complaints/allegations of such abuse must be taken seriously and dealt with in accordance with the following procedure or any specific advice issued by the Safeguarding Officer (or the deputies) on a case by case basis. Appendices 2 and 3 provide some key guidelines for University Members working with children or vulnerable adults.
- 5.2 If a University Member has a suspicion that a child or vulnerable adult that he/she is working with outside of the University in a third party organisation is being abused by family, friends or others outside of the University he/she should report this via the third party's safeguarding procedures.
- 5.3 If a University Member has a suspicion that a child or vulnerable adult within the University is being abused by family, friends or others outside of the University, he/she should seek the advice of the Safeguarding Officer (or deputies as appropriate).
- 5.4 If a University Member receives from a child or vulnerable adult an allegation that that child or another child, or that vulnerable adult or another vulnerable adult within the University, is being abused, has been abused, or is at risk of abuse by family, friends or others outside the University, he/she should:
- (a) listen carefully and stay calm acting professionally at all times;
 - (b) ensure that he/she does not interview the child or vulnerable adult. However, if necessary and only in order to ensure that they understand what the child/vulnerable adult is telling them, he/she may seek to clarify, using open questions and without putting words into the child's or vulnerable adult's mouth;
 - (c) reassure the child/vulnerable adult that by telling him/her they have done the right thing;

- (d) inform the child/vulnerable adult that he/she must pass the information on to the Safeguarding Officer;
- (f) make a detailed note of the date, time, place, and what the child/vulnerable adult said and did and the questions asked of the child/vulnerable adult. (See Appendix 6 'Incident Report Form')

5.5 University Members should not investigate concerns or allegations themselves but should report them immediately to the Safeguarding Officer (or Deputy Safeguarding Officers in the Safeguarding Officer's absence). University Members should not generally make referrals to local children's or adult social care services or other authorities themselves save than in consultation with the Safeguarding Officer. If the concern relates to the University's Prevent Duty with regard to actual or potential terrorism, the matter should be referred immediately to the University's Prevent Lead.

5.6 The specific course of action will be dependent upon the situation; on receipt of a report of a credible suspicion/allegation of abuse by a child's/vulnerable adult's family, friends or others outside of the University, the Safeguarding Officer (or the Deputy Safeguarding Officers where applicable) may make a referral to the local children's or adult social care services department and/or the Police where there appears to be a risk of harm to the welfare of a child or vulnerable adult.

5.7 Anonymous concerns should not be ignored and should be dealt with, as far as possible, using the procedure outlined above.

6. GUIDELINES FOR RESPONDING TO A SUSPICION OR ALLEGATION OF ABUSE INVOLVING A UNIVERSITY MEMBER

6.1 All University Members must be alert to the possibility that the children or vulnerable adults they are working with may have been, or may be, at risk of being abused by another University Member. All complaints/allegations of such abuse must be taken seriously and dealt with in accordance with the following procedure or any specific advice issued by the Safeguarding Officer (or the Deputy) on a case-by-case basis.

- 6.2 If a University Member has a suspicion that a child or vulnerable adult that he/she is working with outside of the University in a third party organisation is being abused or is at risk of significant harm by a University Member, he/she should report this via the third party's safeguarding procedures. The matter should also be reported (for information) to the University's Safeguarding Officer, setting out the basis of the suspicion as clearly as possible.
- 6.3 If a University Member has a suspicion that a child/vulnerable adult within the University is being abused or is at risk of significant harm by another University Member he/she should seek the advice and assistance of the Safeguarding Officer, setting out the basis of the suspicion as clearly as possible.
- 6.4 If a University Member receives from a child or vulnerable adult an allegation that that child or another child, or that vulnerable adult or another vulnerable adult, is being abused, has been abused, or is at risk of abuse within the University by another University Member, he/she should follow the protocol set out in paragraph 5.4 above.
- 6.5 University Members should not investigate concerns or allegations themselves but should report them immediately to the Safeguarding Officer (or Deputy Safeguarding Officers in the Safeguarding Officer's absence). If either the Safeguarding or Deputy Safeguarding Officers are implicated in the concern or allegation, the matter should be reported directly to the Registrar. University Members should not generally make referrals to local children's or adult social care services or other authorities themselves save than in consultation with the Safeguarding Officer. The Safeguarding Officer will always consider with which organization the safeguarding duty lies before taking any action.
- 6.6 The specific course of action will depend on the situation; on receipt of a credible report of a suspicion/allegation of abuse by a University Member, the Safeguarding Officer (or the Deputy Safeguarding Officers where applicable) may make a referral to the local children's or adult social care services department and/or the Police where there is a risk of harm to a child/vulnerable adult. If the concern relates to the University's Prevent Duty with regard to actual or potential terrorism, the matter should be referred immediately to the University's Prevent Lead.

- 6.7 Where an allegation involves a University employee the University has a duty of care to both the child or vulnerable adult and the University Member to which any allegation relates. The Safeguarding Officer (or Deputy) will involve the University's Human Resources department at the earliest viable opportunity. If appropriate the staff disciplinary procedure will be invoked. Where an allegation involves a student, the University will consider invoking the Student Code of Conduct and the Procedure for the Suspension and Expulsion of Students from Programmes on Grounds of Professional Unsuitability, where appropriate.
- 6.8 Whatever the outcome, upon completion of the appropriate University Member disciplinary (or other appropriate) procedure, the Safeguarding Officer (or Deputy) may make a referral to the DBS in circumstances where permission is (or would be) withdrawn for a University Member engaged in "regulated activity relating to children" or "regulated activity relating to vulnerable adults" to engage in that activity, for a reason stipulated in the SVGA 2006 (and legislation made under it). Those reasons include that the person has engaged in a "relevant offence", "relevant conduct" or satisfies the "harm test" in relation to children or vulnerable adults.
- 6.9 Anonymous concerns should not be ignored and should be dealt with, as far as possible, using the procedure outlined above.

7. RECRUITMENT AND EMPLOYMENT OF UNIVERSITY (NON-STUDENT) EMPLOYEES

Please see the University's policy on recruiting ex-offenders and DBS checks: <http://www2.mmu.ac.uk/humanresources/a-z/policies/recruitment-of-ex-offenders-and-disclosure-and-barring-service-dbs-checks-policy/>

8. THE PREVENT DUTY

In the event that the potential Safeguarding issue has a link to actual or potential terrorism, please refer immediately to the University's Prevent Lead.

9. REGULATED ACTIVITIES AND STUDENTS, INCLUDING JOBS FOR STUDENTS

Where a University student is, through the University, engaged in regulated activity relating to children or regulated activity relating to vulnerable adults, either as part of: a placement; paid work via Jobs for Student; or a volunteer position, the University will ensure that a DBS check is completed before they commence the activity concerned (<http://www2.mmu.ac.uk/dbs/>).

10. STUDENT ADMISSIONS

10.1 For information relating to the admission of children or young people onto University programmes of study, please refer to the University's Recruitment and Admissions Policy which is available from the University's Recruitment and Admissions Department.

10.2 The University is involved in a number of collaborative partnerships and activities both nationally and internationally. Where the University is acting as awarding or accrediting body and the student is studying at a partner institution, the partner institution will usually be responsible for any safeguarding considerations.

11. CONTACTS

A list of contact names and telephone numbers for use by University Members, which shall be amended and updated by the Safeguarding Officer when necessary, is attached to this Policy at Appendix 1.

12. POLICIES

This policy needs to be read in conjunction with the following policies:

The Disciplinary Procedure

http://www2.mmu.ac.uk/media/mmuacuk/content/documents/human-resources/a-z/guidance-procedures-and-handbooks/Disciplinary_Procedure.pdf

The Public Interest Disclosure Procedure

<http://www.finance.mmu.ac.uk/documents/public.cfm>

The Acceptable Use of Social Media Policy

<http://www2.mmu.ac.uk/humanresources/a-z/policies/acceptable-use-of-social-media-policy/>

The Data Protection Policy

http://www.mmu.ac.uk/policy/pdf/policy_ref_data_protection_policy.pdf#page=

Equality and Diversity Policy

<http://www2.mmu.ac.uk/humanresources/a-z/policies/equality-and-diversity-policy/>

Research Ethics

<http://www2.mmu.ac.uk/research/our-research/ethics-and-governance/>

Policy on Recruiting Ex-Offenders

<http://www2.mmu.ac.uk/humanresources/a-z/policies/recruitment-of-ex-offenders-and-disclosure-and-barring-service-dbs-checks-policy/>

Procedure for Students at Risk of Academic Failure

<http://www.mmu.ac.uk/academic/casqe/regulations/assessment/docs/withdrawal-suspension.pdf>

Student Code of Conduct

<http://www.mmu.ac.uk/academic/casqe/regulations/assessment/docs/code-of-conduct.pdf>

This list is non-exhaustive

Version	1	Author Name & Job Title	Director of Student Support Services Legal Team
Date EIA Approved	06 March 2017		
Approved Date	27 September 2016	Approved by: (Board/Committee)	University Executive Group
Date for Review:	September 2019		

APPENDIX 1

Manchester Metropolitan University Safeguarding Officer –

- Rita Lewin, Director of Student Support Services (0161 247 3492)

Manchester Metropolitan University Deputy Safeguarding Officers –

- Yvonne Harris, Head of Counselling, Health and Wellbeing (0161 247 3493)
- Peter Riley, Head of WP and Student Financial Support (0161 247 1967)
- Nahida Shabbir, Head of Learner Development and Disability (0161 247 3380)

Head of Faculty SAS for Faculties of Education and Health, Psychology and Social Care

- Sandra Sharpe (0161 247 2005)

Manchester Metropolitan University Prevent Lead

- Alexander Thorley, Deputy Registrar and Academic Secretary (0161 247 3479)

Manchester Social Services – 0161 255 8250

Cheshire Social Services – 01606 275 099

NSPCC Child Protection Helpline – 0808 800 5000

APPENDIX 2

GUIDELINES FOR UNIVERSITY MEMBERS WORKING WITH CHILDREN

University Members are reminded that it is a criminal offence for an adult to engage in sexual activity with a young person where the adult is in a position of trust in relation to the under 18 year old.

The University recommends that all University Members take steps to ensure that they do not put themselves in a position where an allegation of abuse can be made against them. Such steps include, but are not limited to:

- Always working in an open environment with children;
- Avoiding unnecessary physical contact with children;
- Avoiding inappropriate familiarity with children;
- Always acting upon and recording allegations/reports of abuse made by children;
- Always reporting potential concerns/allegations/reports of abuse made by children to the Safeguarding Officer, or in his/her absence the Deputy Safeguarding Officer;
- Not inviting or allowing children to socialise with them and/or to visit them at home;
- Reporting any potential concerns to their head of department.

APPENDIX 3

GUIDELINES FOR UNIVERSITY MEMBERS WORKING WITH VULNERABLE ADULTS

University Members are reminded that it may be a criminal offence for an adult to engage in sexual activity with a vulnerable adult (as defined within this policy) where the University Member is in a position of trust.

The University recommends that all University Members take steps to ensure that they do not put themselves in a position where an allegation of abuse can be made against them. Such steps include, but are not limited to:

- Always working in an open environment with the vulnerable adult;
- Avoiding unnecessary physical contact with the vulnerable adult;
- Avoiding inappropriate familiarity with the vulnerable adult;
- Always take concerns regarding allegations made against partners (including allegations of domestic abuse), hate crime, allegations against carers and/or institutions seriously;
- Always acting upon and recording allegations/reports of abuse or harm made by the vulnerable adult;
- Always reporting potential concerns/allegations/reports of abuse made by vulnerable adults to the Safeguarding Officer, or in his/her absence the Deputy Safeguarding Officer; upon receipt of this information the Safeguarding

Officer (or Deputy) will adhere to the 6 key principles underpinning all adult safeguarding work (see below);

- Not inviting or allowing the vulnerable adult to socialise with them and/or to visit them at home;
- Maintaining clear professional boundaries in the use of social media
- Reporting any potential concerns to their head of department.

APPENDIX 4

Abuse

The term “abuse” can be subject to wide interpretation. Abuse can be a violation of an individual’s human and civil rights by any other person or persons. Abuse may consist of a single act or repeated acts. It may be physical, verbal, emotional, financial or psychological. It may be an act of neglect or an omission to act.

Physical Abuse

Physical abuse causes harm to a child’s/vulnerable adult’s person. It may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, inappropriate restraint or suffocating. It may be done deliberately or recklessly, or be the result of a deliberate failure to prevent injury occurring. It can also occur when a parent or carer feigns the symptoms of or deliberately causes ill health to a child/vulnerable adult whom they are looking after, or deliberately misuses medication.

Neglect

Neglect is the persistent or severe failure to meet a child’s or vulnerable adult’s or young person’s basic physical and/or psychological needs, likely to result in serious impairment of the child’s/vulnerable adult’s health or development. It may involve a failure to provide adequate food clothing or shelter, failing to protect a child/vulnerable adult from physical harm or danger, or failure to ensure access to appropriate medical care or treatment. It may also involve neglect of, or inadequate response to, a child’s/vulnerable adult’s basic emotional needs or unjustified withdrawal of services.

Sexual Abuse

Sexual abuse involves a child/ vulnerable adult being forced or coerced into participating in or watching sexual activity. It is not necessary for the child/vulnerable adult to be aware that the activity is sexual and the apparent consent of the child/vulnerable adult is irrelevant. The acts may involve physical contact including penetrative or non-penetrative acts. They may involve non-

contact activities such as involving children/vulnerable adults in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children/vulnerable adults to behave in sexually inappropriate ways.

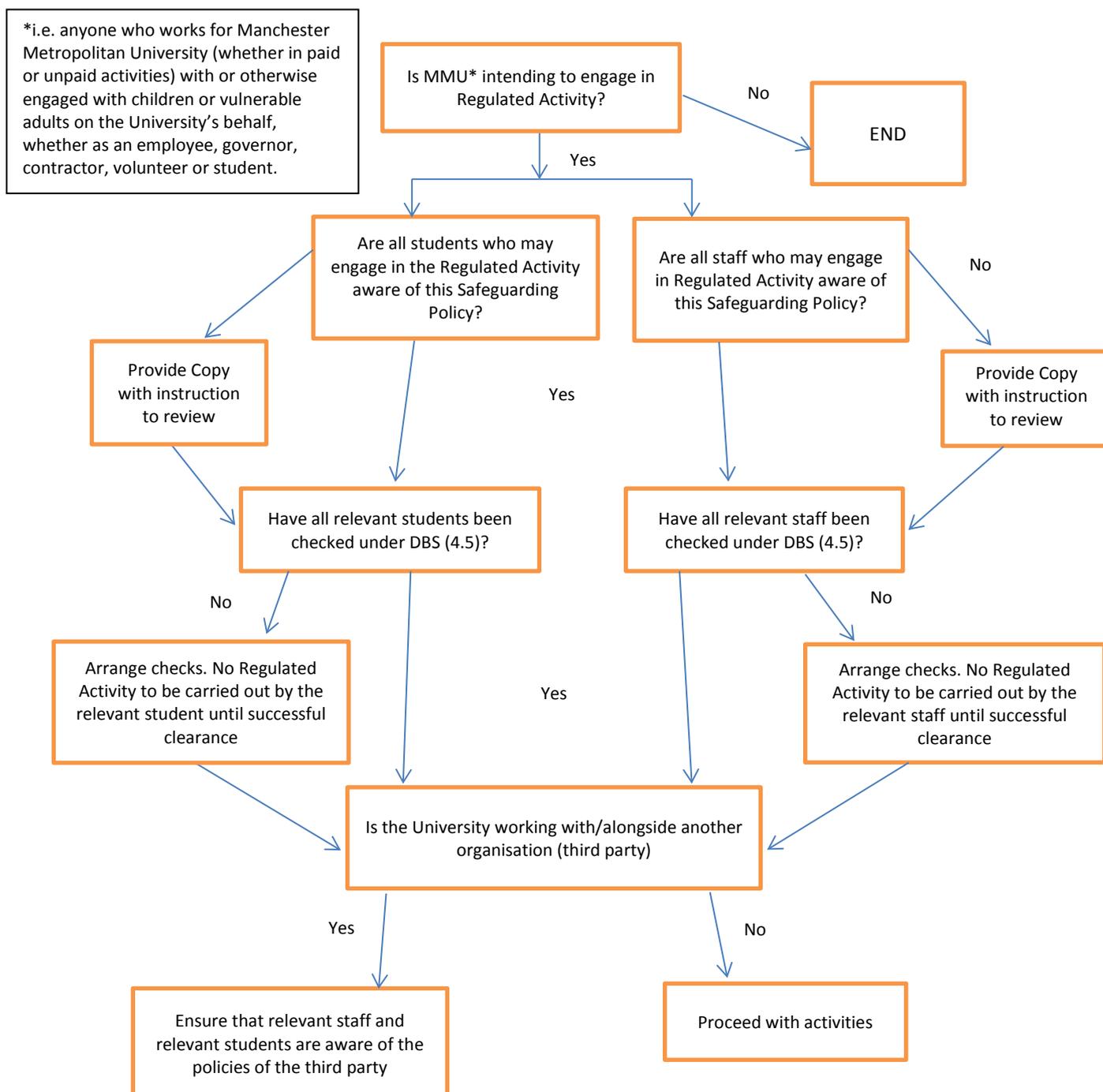
Emotional Abuse

Emotional abuse occurs where there is persistent emotional ill treatment or rejection such as to cause severe and adverse effects on the child's or vulnerable adult's behaviour and emotional development, resulting in low self-worth. It may involve conveying to children/vulnerable adults that they are worthless or unloved, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children/vulnerable adults too frequently to feel frightened or in danger, or the exploitation or corruption of children/vulnerable adults. Some level of emotional abuse is present in all forms of abuse.

APPENDIX 5

Flowchart 1

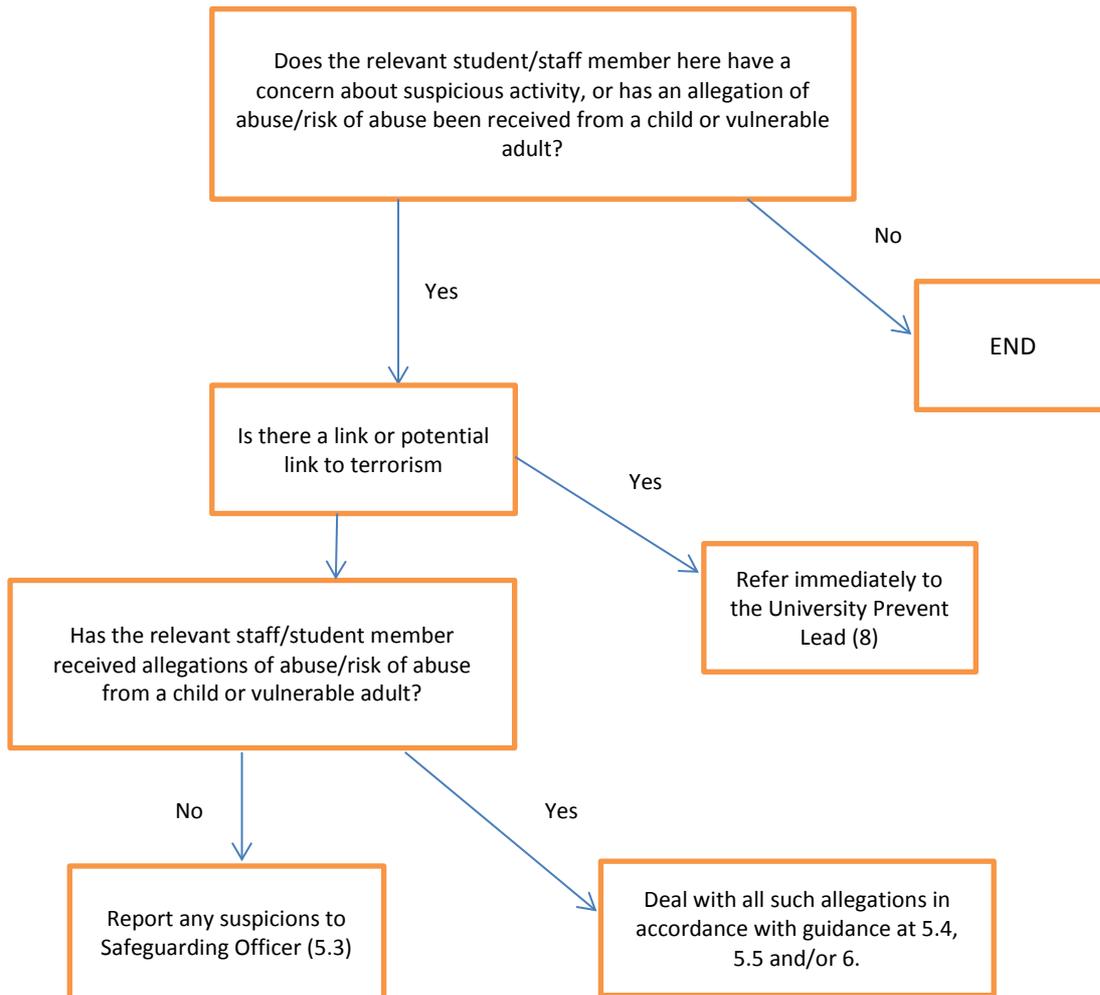
Any member of the University intending to engage in 'Regulated Activity'



APPENDIX 5

Flowchart 2

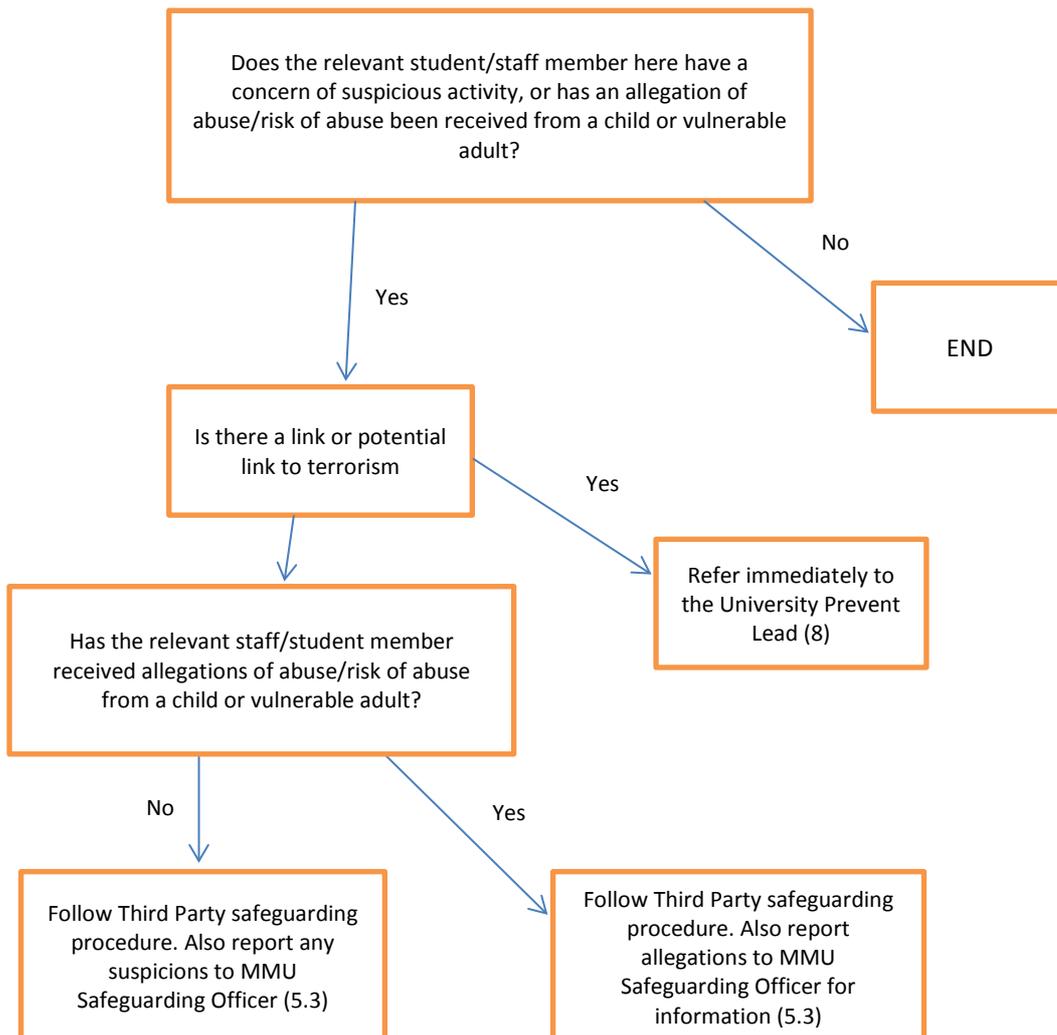
Reporting Concern – ‘Regulated Activity’ being carried out by the University



APPENDIX 5

Flowchart 3

Reporting concern – ‘Regulated Activity’ being carried out external to the University



APPENDIX 6

Incident Report Form

DETAILS OF INCIDENT

Date & time of incident:	
Where the incident occurred:	
Briefly describe the circumstances of the incident (including the names of any parties involved):	

DETAILS OF INJURED PARTY

Full name of injured party:	
Parent/guardian name & contact number:	
Address:	
Home telephone number:	
Mobile telephone number:	
Sex (please circle):	Male Female
Date of birth:	
Nature of injury/ abuse:	

Comments or explanation given by injured/abused party:	
Name & contact details of any witnesses:	
Initial action taken:	

DETAILS OF PERSON COMPLETING REPORT

Name & contact details:	
Signature:	
Date:	