

Appendix 1

**Wakefield College  
Safeguarding Children and Vulnerable Adults Procedures  
Report Form**

Name of staff reporting concern
Date

Student Details	
Name	Date of Birth
Student ID No	
Programme of study	

Details of concern, please describe the issue fully including dates, names, reported allegations, observations of behaviour, injuries etc
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Action taken:  Discussed with Head of Learner Services and Safeguarding Yes/No Agreed action
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Discussed with Line Manager Yes/No  
Agreed Action

Signature of staff completing form

Date

To be completed by Head of Learner Services and Safeguarding or Line Manager

Action taken:  
Referred to Social Care Direct Yes/No

Signed

Date