Safeguarding Reporting Form – 2025-2026

Tutor's Name		Date	
Learner's Name		Age of Learner	
Contact Information		Tutor's Phone	
		Tutor's Email	
Parent / Guardian / Carers Name		Parent / Guardian / Carers Phone	
		Parent / Guardian / Carers Email	

Incident Details:

Date and Time of Incident	
Location of incident	
Description of Incident:	Provide a detailed description of the incident or concern, including any relevant context, actions, and observations.
Individuals Involved:	List the names and roles of all individuals involved, including learners, witnesses, and any other relevant parties.
Actions Taken:	Describe any immediate actions you took in response to the incident, such as providing support, separating individuals, or contacting authorities.
Any Previous Incidents or Concerns	Indicate if there have been any previous incidents or concerns involving the same learner or individuals.
Additional Information	Include any additional information that might be relevant to understanding the incident or concern.

Signature:

By signing below, I confirm that the information provided in this report is accurate to the best of my knowledge.

Tutor's Signature: _____   Date: _____

Next Steps:

Submit this form to Write-Traks Designated Safeguarding Lead [DSL] within 48 hours of the incident.

Write-Trak will review the form and take appropriate action, which may include contacting relevant authorities, parents/guardians, and providing necessary support to the learner.

Maintain confidentiality and privacy throughout the process, sharing information only with authorised individuals.

Please remember that the safety and well-being of our learners are of utmost importance. If you have any doubts or concerns, do not hesitate to report them promptly.

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