**Safeguarding reporting form**

All safeguarding concerns must be reported to the UK HQ Safeguarding Team in line with the Scouts [Safeguarding Code of Conduct for Adults (Yellow Card)](https://www.scouts.org.uk/volunteers/staying-safe-and-safeguarding/safe-scouting-cards/safeguarding-code-of-conduct-for-adults-yellow-card/). The easiest way to report a safeguarding concern is by submitting our [online form](https://www.cognitoforms.com/TheScoutAssociation/SafeguardingReportingForm). If you can’t do that, please complete this form and email it to **safeguarding@scouts.org.uk**. Please protect it with a secure password and share the password with us by phone on 020 8433 7164 (9am to 5pm). If you would like information about password protecting a document, read [this guidance](https://support.microsoft.com/en-gb/office/protect-a-document-with-a-password-05084cc3-300d-4c1a-8416-38d3e37d6826).

If you have Egress, please use it to send the form securely. If you would like information about setting up an Egress account, read [this guidance](https://support.egress.com/s/article/How-to-create-an-Egress-account).

If required, you can send the form by post to Scouts Safeguarding Team, Gilwell Park, Chingford, London E4 7QW. To avoid any delay, please also call us about your report.

Even if you don’t have all the information required on the form, please don’t delay your report. The Safeguarding Team will contact you if further information is needed.

Form submissions will be reviewed by the Safeguarding Team Monday to Friday 9am to 5pm. If you wish to discuss your report with the team after you have submitted it, please email [safeguarding@scouts.org.uk](mailto:safeguarding@scouts.org.uk) or call +44(0)20 8433 7164.

In an emergency outside the above times, you can contact the Safeguarding Team by calling the Scouts Support Centre on +44(0)345 300 1818.

If a child or young person is at immediate risk of harm, call 999 or 112 and ask for the police.

If you are a child or young person, you can also contact [Childline](https://www.childline.org.uk/) on 0800 1111.

If you have any problems completing the form or are unsure whether to report something, you can contact us at the [Scouts Support Centre](https://www.scouts.org.uk/contact-us/).

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| **Details of the person reporting this concern** | |
| Name (first and last) |  |
| Contact number |  |
| Contact email |  |
| Role | Young person under 18  Parent or carer  Volunteer  Other – please give details |
| Your relationship with the person you’re concerned about |  |
| We may need to contact you about your concerns. Please specify your preferred method of contact |  |

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| **Details of your concern** | |
| Date concern occurred (if known) |  |
| Location of concern (please give the address, if known) |  |
| Summary of concern  (What has happened to make you concerned? Who else witnessed this? Please use names in your summary, if known) |  |
| Who else is aware of the concern?  E.g. parents/carers |  |
| Do you know how the child  or young person is now and what they want to happen? |  |
| What action has already  been taken? (if any) |  |

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| **Details of those involved in the concern** | |
| ***Child or young person*** | |
| Name |  |
| Address |  |
| Date of Birth or age (if known) |  |
| Name of parent or carer |  |
| Parent or carer email |  |
| Parent or carer contact number |  |
| Scout section, Group and District |  |
| When are they next involved in Scouts activity? |  |
| Are there any additional needs, disabilities or vulnerabilities? |  |
| *If your concern involves more than one child or young person, please provide all their details here* | |

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| ***Adult*** | |
| Name |  |
| Membership number (if known) |  |
| Role in Scouts |  |
| District and Scout group |  |
| When are they next involved in Scouts activity? |  |
| Do they live, work or volunteer with any children and/or vulnerable adults? |  |
| Are there any additional needs, disabilities or vulnerabilities? |  |
| *If your concern involves more than one adult, please provide all their details here* | |

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| **Other information** | |
| Is there any other information?  Have there been any previous concerns? Are any other family members involved in Scouts? |  |

**Data privacy statement**

The information you are providing in this form will be reviewed by our Safeguarding Team, to determine whether action needs to be taken in line with our [Safeguarding Policy](https://www.scouts.org.uk/about-us/policy/safeguarding-policy-and-procedures/). The information will be stored securely on our Safeguarding Case Management System, and only appropriate members of the team given access to it. We may need to share some, or all the information provided with local Scouting, statutory organisations such as the Police, Children's Social Care and the Disclosure and Barring Service or other organisations that work with young people.

We may also contact you, or other people involved to request further information. The data will be stored in-line with our [Data Retention Policy](https://www.scouts.org.uk/about-us/policy/data-retention-policy/). For more information about how we process personal data including the lawful basis for doing so and details of how to exercise your data subject rights please see our [Data Protection Policy](https://www.scouts.org.uk/about-us/policy/data-protection-policy/).