

Appendix 1

Form SP1 - Concern about a potential safeguarding issue

If you have a safeguarding concern, you should telephone the DSL (or a DSO) without delay – contact details are in the Safeguarding Policy, in the Employee Handbook, and on posters in the workplace.

Following your conversation with the DSL, please complete and submit this form by email or post as advised by the DSL. Thank you for reporting your concern

Your name and contact details.	Name	Tel no
The details of the individual who you suspect is at risk of abuse.	Name:	Age and DOB if under 18
	Your association to the individual, e.g., colleague / manager / carer	Gender
	Address and Tel no (if known)	
The nature of suspected abuse.	Physical / sexual / emotional / neglect	
Please describe the incident(s) that have raised your concern and provide dates where available. (Continue on a separate sheet if necessary.)		
Names and contact details (where available)) of witnesses or others associated with the incident(s) who may be able to provide more information.	Name	Contact details
	Name	Contact details
	Name	Contact details
Name of DSL/DSO to whom you have reported your concern.		

Your signature and date of completing this form.	Signature	Date
Appendix 2 Form SP2 - Concern received by the DSL (or DSO) and action taken		
This form should be completed by the DSL/O who has been notified of a potential safeguarding issue.		
Name of DSL/DSO		
Name of the individual reporting the concern.		
Name of individual about whom the safeguarding report concerns, and status within DEBRA.	Name	Age and DOB if under 18
	Status within DEBRA, e.g., employee / volunteer / beneficiary	Reasons for the adult being considered vulnerable, e.g., disability (physical/sensory/learning) / mental health / substance misuse / ill or frail / diminished mental capacity
Category of suspected abuse.	Physical / sexual / emotional / neglect / other	
Name of DSL/DSO with whom you have consulted on this.		
Please describe the steps in your investigation and the action(s) you have taken as a result of receiving this concern, providing dates, and names of witnesses / professionals / authorities who have been contacted.		

(Continue on a separate sheet if necessary.)		
Date of completing this form.		
Review by the QSC (Quarterly Safeguarding Committee)	Recommendations	Date of QSC meeting

Appendix 3 Contacts for reporting a safeguarding concern		
<ul style="list-style-type: none"> • The DSL (Designated Safeguarding Lead) should be the first point of contact to report any safeguarding concern. • If he/she is unavailable or the concern is being raised out of office hours, the appropriate DSO (Designated Safeguarding Officer) should be contacted. • Concerns may be reported by phone on the numbers given below, or by email to: safeguarding@debra.org.uk 		
DSO/DSL Name	Job Title	Contact Details
DSL - responsibility for leading Safeguarding		
Martha Desmond	Director of People	07979 683986
DSO - responsibility for Retail		
Billy Farrell	Retail Operations Manager	07741661393
DSO - responsibility for the EB Community Support Team		
Helen Weaver	EB Projects	07880 193118
DSO - responsibility for all other staff		
Clare Mather	Director of Healthcare	07917 230192
Other useful contacts		
NSPCC (www.nspcc.org.uk)		0808 800 5000
Police		999
CEOP (Child Exploitation Online Protection)		www.ceop.police.uk
MASH (Multi Agency Safeguarding Hub)		Your local MASH should be contacted, the details for which can be found online.