



## Adult Safeguarding Report Form

To be completed as fully as possible if you have concerns regarding an adult.

If it is safe to do so, it is important to inform the adult (at risk) about your concerns and that you have a duty to pass the information onto the Club Welfare Officer/UKA Safeguarding Team.

Complete as much of the form as you can with the information available.

### Section 1 – Details of adult (you have concerns about)

Name of Adult	
Address of Adult	
Date of Birth of Adult	
Contact telephone number of Adult	
Emergency Contact (if known)	
Consent to share information with emergency contact?	Yes / No

### Section 2 – Details of the person completing this form/your details



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Name	
Email Address	
Contact Number	
Name of Club	
Your role in the Club	

### Section 3 – Details of concern

Please explain why you are concerned. Please give details about what you have seen/been told/other that makes you believe the adult is at risk of harm or is being abused or neglected (include dates/times/evidence from records/photos etc.)



## Section 4 – Details of the person thought to be causing harm (if known)

Name	
Address	
Contact Number	
Date of Birth / Age (if known)	
Relationship / Connection to Adult	
Name of Club	
Role in Club	
Do they have contact with other adults at risk in another capacity (e.g. in their work / family / as a volunteer)?	

## Section 5 – The views of the adult you have concerns about

Have you discussed your concerns with the adult? What are their views?



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What have they stated about what they want to happen and what outcomes they want?

### **Section 6 – Reasons for not discussing with the adult**

For example, discussion would put the adult or others at risk/adult appears to lack mental capacity/ adult unable to communicate their views.

### **Section 7 – Risk to others**

Are any other adults at risk? If yes, please add details here based on sections 1–6 above.



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Are any children at risk? If yes, please add details here.

### **Section 8 – Club action**

What action have you taken if any/agreed with the adult to reduce the risks? (e.g. person causing harm suspended/session times changed).



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## Section 9 – Other agencies contacted

Who was Contacted?	
Reference Number	
Contact details	
Advice gained	
Action taken	

## Section 10 – Submit the form

Send this form to your Club Welfare Officer and/or to the UKA Safeguarding Team -

[safeguarding@uka.org.uk](mailto:safeguarding@uka.org.uk)



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