

Safeguarding Concern Record



City of Birmingham Brass Band takes the safeguarding of all its members seriously. Our full safeguarding policy can be viewed via our website www.birminghambrass.co.uk

Safeguarding is everyone's responsibility. If you have a safeguarding concern or someone makes a disclosure to you, you must take action immediately.

The following form is to be used as appropriate to record and monitor any concerns/complaints raised.

For further information refer to the Band's full safeguarding document which can be found on the safeguarding page of the band's website.

Name:	
Date and time	
Name and role of person raising concern	
Details of concern (where? When? What? Who? Behaviours? Use child's/adult at risk's words) Continue on separate page if required	

Safeguarding Concern Record



Actions taken (Continue on separate page if required)			
Date	Person taking action	Action taken	Outcome of action

Signed: _____ (Band Safeguarding/Welfare Officer)

Date: _____

Copies To: _____