

Society of Women Organists

Safeguarding Concern Form

Use this form to record any safeguarding concern, however small. Please give as much information as you can,

Details of child or at risk

Name of person

DOB:

How is the subject known to you?

About You (the person filling in this form)

Your name

Job title

About the safeguarding concern

- Please provide details of the concern you have including dates, times, descriptions of events, full names and whether the information is first-hand or the accounts of others.
- When did this happen? Don't worry if you can't provide an exact date. Just give some idea of when the incident might have happened. And if you believe this is an ongoing incident, give some idea of how often you think it happens.
- Did you discuss reporting your concerns with the child or adult who is the subject of your concerns? How did they feel, and what sort of outcome would they like to see?
- Have you spoken to anyone else about this concern?

Declaration: I have completed all sections of this form to the best of my knowledge

Signed

Date

Please send the completed form to the
Kate Matthews, SWO Designated Safeguarding Officer
or to the Senior Decision Makers, Anne Marsden Thomas and Hannah Gill.
You can ask societyofwomenorganists@gmail.com
for the contact details of these officers