

Safeguarding Referral Form

This form should be completed and sent either during or immediately after a discussion or learner disclosure around a safeguarding risk/concern.

Do not delay the referral whilst you collect any further information.

Please complete all applicable questions and provide as much detail as possible.

Completed forms emailed to: safeguarding@raisethebar.co.uk

Apprentice Name:
D.O.B: Click or tap to enter a date.
Workplace/Employer:

Risk reported by:
Role:
Date risk raised: Click or tap to enter a date.

Has the learner been informed the details of their safeguarding risk/concern will be raised with Raise the Bar's Safeguarding team?

Yes

No

Section A

Disclosure date: Click or tap to enter a date.	
Disclosure method from learner to coach (i.e. Teams/email):	
What is the nature of the Safeguarding Risk?	
Bullying Harassment Mental Health Prevent	Abuse Protected Characteristic Other
If protected characteristic or other, provide specific details:	
Are there any witnesses? If yes, detail name and relationship to the learner:	

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Section B

Provide details of Disclosure/Risk/Concern/Incident, please highlight who is involved and provide as much context/background as you can:

Action taken so far:

What further information is available?

Signed by person reporting risk:

Date: Click or tap to enter a date.

Section C – to be completed by the Safeguarding Team only.

Should the disclosure by the learner remain as a **Risk** or escalated to a **Concern**?

Risk

Concern

If the learner is a Safeguarding Concern, which category does the concern relate to (*see list of concerns sheet*):

If other, detail why this is a concern:

What action has been taken by the safeguarding team?

What is the rationale for the decision/actions taken?

What follow up actions are needed by the Safeguarding Team?
Who will complete these follow up actions?

What support and/or resources have been provided to the Learner/ Development Coach reporting the safeguarding risk/concern?

Ensure coach documents on Bud on each review/TLA that well-being has been checked re safeguarding and any resources provided are evidenced. If learner on a BIL, coach to update overview with update including date of contact.

Signed by SG Support:

Date: Click or tap to enter a date.

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Signed by DSL:

Date: Click or tap to enter a date.

Outcome: Follow Up Closed

Section D: Follow Up Actions

All updates are to be obtained via Teams call, followed by email summary to confirm conversation, next actions, and links to resources.

**When sharing resources by email to the learner, the coach must 'bcc' the safeguarding team also to enable clear recording of actions.*

Follow up by Safeguarding Team Member:
Date: Click or tap to enter a date.
Summary of conversation: (include details of all contact and methods since last update, learner well-being, actions taken, further support or resources needed, account manager updated Y/N, what workplace/line manager support is in place)

Outcome: Follow Up Closed

Follow up by Safeguarding Team Member:
Date: Click or tap to enter a date.
Summary of conversation: (include details of all contact and methods since last update, learner well-being, actions taken, further support or resources needed, account manager updated Y/N, what workplace/line manager support is in place)

Outcome: Follow Up Closed

Follow up by Safeguarding Team Member:
Date: Click or tap to enter a date.
Summary of conversation:

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(include details of all contact and methods since last update, learner well-being, actions taken, further support or resources needed, account manager updated Y/N, what workplace/line manager support is in place)

Outcome: Follow Up Closed

Follow up by Safeguarding Team Member:

Date: Click or tap to enter a date.

Summary of conversation:

(include details of all contact and methods since last update, learner well-being, actions taken, further support or resources needed, account manager updated Y/N, what workplace/line manager support is in place)

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