

Safeguarding Adult Disclosure/Suspicion Recording Proforma

REPORT OF ADULT AT RISK		
Title & Name of Adult at Risk:		
Adult's Home Address with Postcode:		
Safe Contact No:		
Date, Time & Location of Alleged Abuse:		
Type of Alleged Abuse/ Disclosure:		
Allegation Reported to:		U3A Role: (if held)
Description of Alleged Abuse: (continue on a separate sheet of paper if necessary)		
Safeguarding Officer Informed by:	Name:	Date:
Committee Chairman informed by:	Name	Date:
SAFEGUARDING ACTION		
Action Taken:		
SAFEGUARDING DECISION:		
No Further Action/ Referral made (delete as appropriate)		
Allegation Referred to:	Referred by:	Date of Referral:
Reason for Decision:		
Chairman's Signature:	Date:	
Record to be retained until:		