

## Safeguarding Report Form

Date incident reported or observed	Member involved	Nature of issue
Dates when issues occurred	Members involved	Location
Empowerment  What action does member wish to take  What support do they need?	Themselves	By u3a
Prevention  what action can be taken to avoid repetition of, or escalation of, the issue problem	By the member	By u3a
Proportionality  what response can be offered proportionate to the magnitude of the issue	By member	By u3a
Protection  how can the member be helped or protected from future abuse	Member action	u3a action
Partnership  What relevant statutory body needs to be informed		
Accountability  Timely and accurate report passed to trust and regulatory authority	By member	By u3a