

University of Hertfordshire: Cause for Concern Form	
Section 1-The details of the individual	
Name	
Address	
Date of Birth/ Age	
Contact number	
Emergency contact if known	
Consent to share information with emergency contact?	
Section 2 – Details of the person completing this form/ Your details	
Name	
Contact phone number(s)	
Email address	
Line manager or alternative contact	
Your Role in organisation	
Section 3 – Details of concern	
Please explain why you are concerned. Please give details about what you have seen/been told/other that makes you believe the adult/child is at risk of harm or is being abused or neglected (include dates/times/evidence from records/photos etc.)	
Date/ Time	What happened

Section 5 – Details of the person thought to be causing harm (if known)	
Name	
Address	
Date of Birth/Age	
Relationship/connection to adult	
Role at the University or other	
Do they have contact with other adults at risk/children in another capacity? E.g. in their work/family/as a volunteer	
Section 6 - Have you discussed your concerns with the adult? What are their views, What have they stated about what they want to happen and what outcomes they want?	
Section 6A – Reasons for not discussing with the adult	
Discussion would put the adult or others at risk. Please explain:	

Adult appears to lack mental capacity. Please explain:		
Adult unable to communicate their views. Please explain:		
Section 7 – Risk to others		
Are any other adults at risk Yes/No/Not known – delete as appropriate If yes, please fill in another form answering questions 1-6		
Are any children at risk Yes/No/Not known Delete as appropriate If yes, please fill in a safeguarding children referral form and attach to this.		
Section 8 – What action have you taken if any /agreed with the adult to reduce the risks?		
Actions by University:		
Section 9: Other agencies contacted	Who contacted/reference number/contact details/advice gained/action being taken	
Police		
Ambulance		
Other – please state who and why:		
Section 10: Contact with Other Staff		
Who else has been informed of this issue? – and what was the reason for information sharing		
Consultation with Safeguarding Lead	Dates and times	

Completed Form copied to Safeguarding Lead; Date and time	
Signed:	
Date:	