



Template for Reporting and Processing Safeguarding Concerns

Purpose: This template is for poetry promoters aiming to effectively report and manage allegations of abuse and safeguarding issues related to community poetry activities.

Community Poetry Safeguarding Reporting Procedure:

If you have concerns about the safety or well-being of any individual involved in community poetry activities, please follow the procedure outlined below.

Step 1: Initial Reporting

Notify the Designated Safeguarding Lead Immediately

Contact Information:

- Email: [Insert Email Address]
- Online Form: [Insert link to Online Form]

Please include the following information in your initial report:

- A brief description of the concern.
- Any immediate safety issues that require attention.
- Your contact information for follow-up (name and email/phone number).

Step 2: Gathering Information

The designated safeguarding lead will follow up to collect detailed information, including:

- Nature of the Concern: What prompted the report?
- Details of the Incident: Describe what happened.
- Individuals Involved: Names and roles of individuals, if known.
- Witnesses: Names and contact details, if applicable.
- Location and Timing: Where and when did the incident occur?

Step 3: Investigation

The designated safeguarding team will conduct a thorough investigation, which may include:



- Interviewing individuals involved.
- Gathering additional evidence (written, photographic, etc.).
- Reviewing relevant documents related to the incident.

Step 4: Response

Based on the findings of the investigation, the following actions will be considered:

- Support for Affected Individuals: Offering counseling or other supportive resources.
- Reporting to Authorities: Engaging relevant external authorities when necessary.

(please see the available downloads “Navigating Response” and “Determining Actions” for more information about this step)

Important Note:

Until a community-wide reporting system is fully established, this procedure only applies to incidents directly related to individual community poetry activities. Reports concerning incidents outside of these activities cannot be processed.

Remember: Your prompt action can help protect individuals and contribute to a safer environment for everyone involved in our poetry community. Thank you for your commitment to safeguarding.

Contact Information for the Designated Safeguarding Lead:

- Name: [Insert Name]
- Email: [Insert Email Address]
- Phone: [Insert Phone Number]

Feel free to customize this template as needed to suit the specific context of your community poetry events and organisation.