Malmesbury and District u3a

Safeguarding Assessment Form

This form is to be completed by a relevant Executive Officer at the earliest opportunity following disclosure of a safeguarding concern. Once completed, the form must be securely stored and updated with further actions. Once actions are completed, the form should be securely retained for 6 months in case of further concerns.

Name & role of person completing form	
Date & time of form completion	

Details of person raising concern:	
Name of member raising concern	
Member contact details	
When & how concern was raised to committee member	

Details of member who the concern is about:	
Name of member	
Contact details	
Brief outline of concern including details of any additional needs/vulnerabilities	

Details of risk identified:	
What is the type of risk/abuse & who from/to (e.g. neglect/self-neglect; physical; sexual; emotional; domestic; financial; discriminatory; organisational)	
How has the risk been identified? (e.g. observation by group leader; disclosure by individual; comments by others). Where member has made direct disclosure, try to record their specific words.	

What is the evidence for the risk (e.g. change in behaviour; injury; distress; appearance)	
Any mitigations to risk in place or could be put in place? (e.g. who else is aware; level of contact with abuser; ability to self-protect)	
Has the member given consent for further action and what outcome would they like?	

Assessment of level of risk, taking mitigations into account: **Low** **Medium** **High**

Actions taken (all medium & high risks must be discussed with Third Age Trust or passed to local safeguarding authorities as appropriate)	
Date of discussion with TAT	
Outcome of discussion with TAT	
Details & dates of contact made with other individuals or organisations	
Outcome of contact with other individuals or organisations	
Details of any further steps agreed and/or follow-up/review planned	
Feedback provided to member who raised concern	

Dates & details of any other actions:	