

Safeguarding issue report form

If you have a concern about an individual's immediate safety, do not delay, call 999 to gain the assistance required.

This form along with any accompanying material, eg scripts, should be sent to:

Safeguarding, Exams Integrity, AQA, Devas Street, Manchester, M15 6EX. Email: safeguarding@qa.org.uk

Please: **be specific** – what is the exact nature of the concern?

show the evidence – what did you see, hear? Who said what, when, how?

be precise about the time, if relevant

State whether you have a concern about an individual's **immediate safety**.

Your name (please print):	
Your role with AQA:	
Email:	
Daytime contact number:	
Name of child or adult at risk (if known):	
Candidate number:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Centre number:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Centre phone number if known:	
Date incident came to your attention:	
How did it come to your attention?	
Nature of concern:	
Date reported to Safeguarding:	

If becoming aware of this incident has caused you distress, please contact your line manager or team leader in the first instance.