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| --- | --- | --- | --- |
| **FORM** | **Should be sent to:** | **Date to Review** | **Responsible staff** |
| Reporting allegations or suspicions of abuse | Samantha Johnson: CEO  samantha@echo-uk.org | July 2021 | All ECHO Staff must be aware of this process. |

**Purpose of form:** To be completed by an ECHO staff member, sessional worker, trustee or volunteer when they feel they must report on suspected abuse of a minor.

|  |  |
| --- | --- |
| **Date:** |  |
| **Name of person completing form:** |  |
| **Role within ECHO:** |  |
| **Name of minor:** |  |
| **Date of incident:** |  |
| **Record of issue/cause for concern:** |  |
| **Name of who you have reported this issue to:** |  |

**SIGNATURE**

I confirm I understand that my report may be submitted to the Police, Social Services or any other relevant authority if necessary.

Signature: Date: