

Llandudno Town Band (LLTB) - Form for Reporting Concerns about a child/vulnerable adult at risk

Details of child/vulnerable adult

Name of child/vulnerable adult at risk		
Gender:	Age:	Date of birth:
Ethnicity:	Preferred language:	Additional needs:
Name(s) of parent(s)/guardian(s)/carer(s):		
Address of child/vulnerable adult at risk:		
Address(es) of parents(s)/guardian(s)/carer(s):		

Your details

Your name:	Position in LLTB:	Contact details:
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Report (continue on separate sheet if necessary)

<p>Are you reporting your own concerns Yes/No (delete as appropriate):</p> <p>If you are reporting concerns on behalf of someone else, please give their name, position within LLTB and contact details:</p>
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Please give details of the incident or what has prompted concerns about the child/vulnerable adult at risk, including description of any behavioural/ physical signs or injuries. Where possible give times and dates:

Have you or anyone else spoken to the child/vulnerable adult at risk? If so, what did they say? And to whom did they say this?

Please give details of anyone alleged to have caused the incident or to be the source of any concerns:

Please give details of anyone who witnessed the incident or who shares the concerns:

Please note- concerns should be discussed with the parents(s)/guardian(s)/carer(s) **unless**:

- The view is that a family member might be responsible for abusing the child/vulnerable adult at risk
- Someone might be put in danger by the parents(s)/guardian(s)/carer(s) being informed
- Informing the family might interfere with a criminal investigation

If any of these circumstances apply, or if you are in any doubt, consult with the local authority Safeguarding officers to decide whether or not discussions with the family should take place.

Have you or anyone else spoken to the parent(s)/guardian(s)/carer(s)? If so, what was said? And to whom? If not, give your reasons for deciding not to speak to the parent(s)/guardian(s)/carer(s)

Are you aware of any previous incidents or concerns relating to this child//vulnerable adult at risk? Yes/No (delete as appropriate) If so, please give details:

Has the situation been discussed with the LLTB Safeguarding lead? Yes/No (delete as appropriate) If so, please summarise what was discussed and agreed:

Have the statutory Safeguarding authorities been informed?

Police Yes/No (delete as appropriate)

If so, by whom?

Date and time:

Name and full details (including contact details) of person spoken to:

Local Authority Designated Officer Yes/No (delete as appropriate)

If so, by whom?

Date and time:

Name and full details (including contact details) of person spoken to:

Summary of actions agreed with the above authorities:

Signature of person completing this report.....

Print name

Date and time

Signature of Band Safeguarding lead

Print name

Date and time

Completed form to be kept confidentially and securely

Reviewed March 2026