

STUDENT DISCLOSURE FORM

Student Name:		Skills Tutor:	
Employer: Address:		Date:	
Provide details below of the <u>disclosure</u> including what the student said and the dates of any incidents. Provide as much detail as possible: How/Where/What/When/Who			
Provide details of the <u>advice to the student</u> . Include signposting, IAG and details of what was said: Remember as per the safeguarding Policy you must not under any circumstances investigate any accusations. You must not take any further action yourself unless agreed with the Designated Person; this includes contacting parents or outside agencies. As far as it is possible the wishes and the views of the student will be taken into account.			
<u>Actions</u> What is the student's expectation of the next steps? <i>(Once details have been sent across to the safeguarding officer, the sender must ensure that all emails and the saved Disclosure Form are deleted, so that the only record of the incident is saved in one secure place to comply with GDPR. You will receive acknowledgement that the form and associated emails have been received safely).</i>			
Date sent to Officer of HR:		Date actioned by HR:	
HR action taken:			
Date for review:			

The completed form should be sent to Ziggy@careercrafters.uk Shilpa.patel@careercrafters.uk on the day of the initial discussion with the student.