**Low-level concern reporting form**

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| Name of the individual sharing the  low-level concern  (if the individual wishes to remain anonymous, this will be considered). |  |
| Name of the individual about whom the concern is being raised.  Their role within the organisation at the time the concern is raised. |  |
| Who the concerns have been reported to. |  |
| A clear and comprehensive summary of the concern. |  |
| The view of the person about whom the concern has been raised. |  |
| Details of how the concern was followed up and resolved. |  |
| A note of any action taken, decisions reached, and the outcome. |  |
| Signed and dated by the person carrying out the enquiry. |  |