

## Safeguarding & Prevent Incident Form

Please use this form to record an incident or concern of abuse, neglect or potential vulnerability of any learner on your training programme. This includes any concerns for those learners who are /may be at risk of radicalisation or extremism. It is vital that Skills4Stem maintain records of any incidents and pass them to the required agencies.

<b>Name &amp; full contact details if possible.</b>
<b>Concern or Incident</b>
<b>Date, time &amp; Location</b>
<b>Action Taken</b>
<b>Follow up by Skills4Stem:</b>

**Name:**

**Signature:**

**Date:**

Please retain a copy of this form for your records and pass the original copy to Head of Quality & Compliance.