

**Protocol 4b - REPORTING A CONCERN - ACTION TAKEN FORM**

**Name of Designated Reporting Officer:**

**Name of individual about whom concern has been expressed:**

**Date of incident:**

**Nature of allegation/concern**

**Action taken:**

**Name and contact details of the duty officer at Social Services/Police to whom the allegation or concern has been reported to:**

<b>Signed (Designated Reporting Officer):</b>
<b>Position:</b>
<b>Date:</b>

**PLEASE CONTINUE ON TO ANOTHER PAGE IF NECESSARY, ENSURING IT IS SECURELY ATTACHED TO THE ACTION TAKEN FORM.**

