
Co-Production Collective Safeguarding and Safe Spaces for Co-Production Statement

Appendix A: Safeguarding Report Form

This form is part of keeping everyone in Co-Production Collective safe. Please write what you can, we will discuss with you how much you want to be involved in what we do. We will keep your report confidential. If you want to talk about the incident, **please contact the Designated Safeguarding Lead for Co-Production Collective, Niccola Hutchinson-Pascal** by email or phone (n.pascal@ucl.ac.uk, 07741 671 200).

- If there is immediate risk of harm, incitement to violence or hate then contact emergency services by calling 999 if the risk to safety can be removed or reduced without additional risk do so. After emergency services have been contacted, please also contact the Designated Safeguarding Lead Niccola Hutchinson-Pascal by email or phone (n.pascal@ucl.ac.uk, 07741 671 200).
- If the incident does not have immediate risk, you should record, and report using this report form or the online report form on our website. Please give this form to the Designated Safeguarding Lead Niccola Hutchinson-Pascal by email or phone (n.pascal@ucl.ac.uk, 07741 671 200). This should be done as soon as is possible. The report should focus on what you have experienced. Please avoid guessing about the cause and focus on what has made the co-production activity unsafe.

Co-Production Collective will let you know as soon as is possible about decisions and actions that have been made because of your report. Aspects of the actions may be confidential (such as HR processes or personal circumstances) so may not be widely reported.

Should the Designated Safeguarding Lead Niccola Hutchinson-Pascal (n.pascal@ucl.ac.uk, 07741 671 200) be unavailable or for some reason be inappropriate, the alternative reporting person is June Hedges, who can be contacted by email or phone (j.hedges@ucl.ac.uk, 020 7679 0106).

Co-Production Collective Safeguarding Report Form

The record should be factual. However, if the record does contain your opinion or an assessment, it should be clearly stated as such and be backed up by factual evidence. Information from another person should be clearly attributed to them.

Please pass it to Designated Safeguarding Lead Niccola Hutchinson-Pascal who you can contact by email or phone (n.pascal@ucl.ac.uk, 07741 671 200).

Information Required	Please fill in this box
Name and contact details of the person(s) making the record	
Date and time of incident / disclosure being referred to	
If you have spoken to the person(s) involved, please outline what they said, using their own words (their account) about the incident	
Any injuries or abuse observed or reported?	
The names of any other people or organisations supporting the individual/ who may be aware of the incident	
If person(s) creating this record witnessed the incident (or were part of the incident), write down exactly what you saw/experienced	
Notes on follow up – to be added by Co-Production Collective Designated Safeguarding Lead	
What was done as a result of the incident or concern?	
Notes for further learning and development for Co-Production Collective	

Please return this form to Designated Safeguarding Lead for Co-production Collective Nicola Hutchinson-Pascal who you can contact by email or phone (n.pascal@ucl.ac.uk, 07741 671 200).