

# Safeguarding issue report form

**If you have a concern about an individual’s immediate safety, do not delay, call 999 to gain the assistance required.**

This form along with any accompanying material, eg scripts, should be sent to:

AQA’s Safeguarding Lead, Exams Integrity, AQA, Devas Street, Manchester, M15 6EX. Email: [safeguarding@aqa.org.uk](mailto:safeguarding@aqa.org.uk)

Please: **be specific** – what is the exact nature of the concern?

**show the evidence** – what did you see, hear? Who said what, when, how?

**be precise** about the time, if relevant

**State whether** you have a concern about an individual’s **immediate safety**.

|  |  |
| --- | --- |
| Your name (please print): |  |
| Your role with AQA: |  |
| Email: |  |
| Daytime contact number: |  |
| Name of child or adult at risk (if known): |  |
| Candidate number: |  |
| Centre number: |  |
| Centre phone number if known: |  |
| Date incident came to your attention: |  |
| How did it come to your attention? | |
| Nature of concern: | |
| Date reported to Safeguarding: |  |

**If becoming aware of this incident has caused you distress, please contact your line manager or team leader in the first instance.**