**Centre for Crime and Justice Studies Safeguarding Report**

The information recorded in this report will be treated confidentially. You can either complete the report electronically or write it out on paper.

Electronic form

Please send an email to the Director, Richard Garside, Richard.garside@crimeandjustice.org.uk using the headings below, starting with the date.

In the event that the report concerns the Director, send the report to Elaine Player, Chair of Trustees, info@crimeandjustice.org.uk.

Paper form

Please write your report in the blank spaces below. When the form has been completed please seal it in an envelope or staple a blank coversheet to the front. Mark the envelope or coversheet ‘confidential’.

It may then be posted to: The Director, Centre for Crime and Justice Studies, 2 Langley Lane, London, SW8 1GB or given to a member of CCJS staff who will give it, unopened, to the Director.

In the event that the report concerns the Director, address the letter to, or ask the staff member to deliver the letter to, ‘The Trustees’.

Please note:

* The person responsible who receives the form will only share this information as is necessary and will always act with the person’s safety and protection as their first concern. This record will be stored securely.
* You may submit this report anonymously but the more information you can give, the more swiftly and effectively we can deal with your concerns.

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| Date: |
| Your Name:  |
| Your Address:  |
| Your Contact Telephone Number:  |
| Your Email Address:  |
| Your preferred way of being contacted:  |
| Summary of the concern:  |
| Please give details of the event, suspicious circumstance or other indicator that has led to your concern. Where possible include full names of those involved, the place the incident occurred, the circumstances in which it occurred, how long you think the problem has existed and any other details.  |

If required, please continue on a blank page and attach the page securely to this form.