

CONFIDENTIAL REPORTING CODE
RAISING CONCERNS INFORMATION FORM

Completed by Raising Concerns Officer
Ext for
Date Department

Details

1. Name of person raising concern:

2. Service/Department:

3. Contact details (address, telephone or email):

4. Nature of concern (please provide as much information as possible, e.g. what you think is inappropriate, date of any incident, any evidence you think we should be looking at, etc):

5. Are other people aware of the concern? If yes, then give full details:

Action taken by Raising Concerns Officer (within 10 working days of a concern being raised).

6. Details of how it is proposed to deal with the concern:

7. Information sent to person raising concern:

8. Result of the action taken:

