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| **Record of Safeguarding Issue**  |
| **Date** |
| **Initial record ; suggested prompts for what to record** |
|  |
| **Who is it about?**(the names of all key people) |  |
| **What happened?** (use exact quotes where possible in quotation marks |  |
| **Where and when did it take place?** |  |
|  **Follow up action** |
|  |
| **Keep a record of how the next steps have been implemented with dates** |  |
| **Name and Role** |  |
| **Signature** |  |