**Birmingham City of Sanctuary: Safeguarding Alert Form (2025)**

1] Use this form to report any safeguarding incident witnessed in reference to Birmingham City of Sanctuary (BCofS) Safeguarding Policy

2] Please fill in the form immediately and email using high alert status to the BCoS Chair/Safeguarding Officer

3] Include the date, time and place of incident and the person’s full name. Include the person’s spoken language and anyone else involved in the disclosure, [eg interpreter, concerned friend/witness to the incident]

4] Please write a short account in your own words including your name, email address and connection with BCoS:

Thank you – the Safeguarding Officer will now alert/escalate the incident to the appropriate agencies.

After submission, please keep any copy of this form in a safe file until you are satisfied that the disclosure has been dealt with.