

SAFEGUARDING REFERRAL FORM

Please complete as much of this form as possible and then email it to Safeguarding@triumph.co.uk.

If required, you can send the form by post to Triumph Motorcycles' Safeguarding Team, Unit 14, Woodlands Industrial Estate, Ystradgynlais, SA9 1JW. To avoid any delay, please also call us about your report.

If the report is urgent, please contact us by phone:
01639 844620 (9am to 5pm)

We will ask you the questions on this form, so it's really helpful if you have the information ready.

**If someone is at immediate risk of harm call 999 or 112 and request police.
Tell the Safeguarding Team you have done this.**

If you wish to discuss your report, please call:
01639 844620 (9am to 5pm)

Your details

Your name	
Your role at TAE Wales	
How do you know the person that you are concerned about?	
Your telephone number	
Your email address	

Details of the person you are reporting

Name	
Date of birth (if not known please give approximate age)	
Role at TAE Wales	
When are they next due to work at TAE Wales?	
Are the individuals aware that this has been reported to the Safeguarding Team?	

For reports about a child or young person only (continue to next section if your report is about an adult)	
Child's name:	
Parent/carer's full names	
Telephone number	
Home address	
Are their parents/carers aware that this has been reported to the Safeguarding Team?	
Are there any family circumstances we should be aware of?	
Which school do they attend? (if known)	

For reports about an adult only (leave this section blank if your report is about a child only)	
Name:	
Occupation (if known)	
Do they hold any other voluntary/paid positions with other organisations working with children and young people? (if known)	
Do they have any other children in their household who are not listed above? Please give details	

If your report involves multiple people, please provide the details above for all parties.

Details of your concern	
Date of incident or concern	
Date you were notified of this incident or concern	
How did you become aware of the incident or concern?	
What happened or what are you concerned about?	
Do you have any previous concerns about this person? Please give details	
Do you know how the child, young person or adult at risk is now? Please give details	
Do you know what the child, young person or adult at risk wants to happen? Please give details	
Is there any other relevant information?	
<p>This reporting form must be sent to the Safeguarding Team.</p> <p>Are you reporting this directly to the Safeguarding Team or have you raised the concern with anyone else? Please give details</p>	

Thank you for reporting your concern.

How we use the data provided in this form

Triumph fully understands its obligations to ensure that personal data is processed fairly, lawfully, and correctly and its obligations to comply with the data protection legislation that is in force including the Data Protection Act 2018 and the General Data Protection Regulation (EU) 2016/679. Triumph will process personal data where the processing is necessary for the purposes of investigating complaints.

All data is treated as confidential and security measures are put in place to ensure this. If you wish to have access about data relating to yourself (or a child in your care), for more detail about the processing of your personal data and your data protection rights, please contact the Triumph Motorcycles Ltd Compliance Department.