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| **ALL NATIONS CHRISTIAN COLLEGE CONCERN FORM** | |
| Disclosures of minor concerns (other than for safeguarding concerns) should be raised verbally with your personal tutor or the personal tutor of the individual who is the subject of your concern and will be treated informally.  This form is to be used to report a more serious concern or to initiate a formal investigation that an individual has behaved in a way that is contrary to the College Student Disciplinary Policy, Staff Disciplinary Policy, Bullying, Harassment and Sexual Misconduct Policy or Fitness to Study Policy **or to inform the Safeguarding Lead of ANY Safeguarding concern.** | |
| **Your Details:** | |
| Name: | |
| Phone: | Email: |
| **Details of the concern:** | |
| Date(s) and Time(s): | |
| Person(s) concerned about: | |
| Concern Type: Choose an item. *Briefly describe the nature of your concern:* | |
| Location of incident: | |
| Details of your concern: | |
| Actions already taken: | |
| Action sought: *Describe what actions you want the College to take. While the College cannot promise to do what you ask, it would be helpful to understand what you are seeking.* | |
| The College will treat your data carefully and in accordance with the College’s data protection policy (available [here](https://www.allnations.ac.uk/policies/handbooks)). The College cannot guarantee to keep the facts and details of your concern confidential if it is necessary and proportionate to share your data in order to review and resolve your concern or refer safeguarding concerns to statutory authorities. | |
| **Submit your concern to:**   * The **Safeguarding Lead** at [safeguarding@allnations.ac.uk](mailto:safeguarding@allnations.ac.uk) [Concern type = ‘Safeguarding’] OR * The **HR Lead** at [HR@allnations.ac.uk](mailto:HR@allnations.ac.uk) [Concern type = ‘Staff/MIR/Volunteer conduct] OR * The **Compliance Training Administrator** at [CTA@allnations.ac.uk](mailto:CTA@allnations.ac.uk) [for all other concern types]   **IMPORTANT: Do NOT delay in submitting safeguarding concerns to the Safeguarding Lead.**  *You should usually expect to receive an acknowledgement of receipt of this form within 7 working days of submission (1 working day for safeguarding concerns), but please note that if you submit the form outside of College term times, it may take a little longer for you to receive an acknowledgement.* | |
| Date and time concern submitted: | |