



Safeguarding Procedure- Witness Form

Name of witness:	Date:
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Please record exactly what happened and what was said during the disclosure.

Please ensure the following:

- Do not record any personal opinion or thoughts
- Be specific
- Use exact quotes of what was said where possible
- Do not leave the Leisure Centre environment until this form has been handed to the Protection Officer dealing with the associated disclosure.

Continue your account on the next page, as required.

Ensure that you have signed the bottom of page 2.

Witness statement continued:

