

Contact:
Direct Tel:
Fax:
e-mail:
Your ref:
Our ref:

Independent Safeguarding Authority
PO Box 181
DARLINGTON
DL1 9FA

Date.....

Dear Sir/Madam

The following person has been identified as an Alleged Perpetrator in respect of recent Safeguarding concerns. The following details are enclosed:

Alleged perpetrator

Name/DOB/Home Address/Telephone Number/National Insurance Number (if known)

This person is employed by the following Agency:

Company Name/Telephone Number

Responsible Person for Agency is:

Name/Designation/Telephone Number

The Safeguarding Referral was received by Durham County Council on **date** concerning allegations of **give details**

The following actions have been taken in respect of the above person **give details and include the following information: Suspended; Dismissed; Resigned; Subject to Disciplinary Procedures; Subject to criminal investigation**

Further information can be obtained from: **specify e.g. Police, Lead Officer, CQC**

Yours sincerely,