

**Example Report (Edited for viewing by Client)**

**Information Received**

Ref No:

On three occasions in the last 2 months money has gone 'missing' from the ground floor care service users at (.....) Care Home. The reporter is really concerned that there is a group of care staff 'profiting' from the money lost by vulnerable people. The reporter is unsure of who may be responsible. The amount is over £100 but could be much more if it has been going on for some time. The money is taken from the care users accounts for personal sundries and errands and some of the purchases are made but most are not and the difference is unaccounted for. There is general conversation amongst care staff of how forgetful people get when they are old. The reporter believes this is a cover. The reporter has not spoken to anyone at work about this concern as they are not sure who is involved.

EXAMPLE

**Reporters details:**

The reporter wishes their details to be confidentially held by Say So. There may be opportunities for Say So to communicate with the reporter.

Information forwarded to client - Date dd/mm/yyyy Time : 00:00