

Safeguarding incident reporting form

| About this form and the person completing it | | | |
|---|-----------------------------------|-------------------------------|---|
| Your name | Your phone number | Your mobile number | Your e-mail address |
| Are you reporting: <i>Please tick the appropriate box(es)</i> | An incident | A disclosure | A concern |
| Date completed | | | |
| About the person or people we are concerned about or involved in the incident | | | |
| Their name(s) | Their Address and contact details | Their Date of birth | Name & contact details for parent / (where appropriate) |
| <i>Please insert more lines as required</i> | | | |
| Details of the incident / disclosure / concern | | | |
| What happened / was said / have you noticed etc? | | | |
| Context of the incident / disclosure / concern | | | |
| Where / when / who else was present etc. | | | |
| Date of incident / disclosure | | Time of incident / disclosure | |

Action taken to ensure immediate safety

Other action taken or advice sought

Signature

For office use only: Form reference –

Safeguarding incident reporting form

Notes for completion

About this form and the person completing it

Please complete all sections

About the person or people we are concerned about or involved in the incident

When reporting a concern involving a child or young person, please complete all sections.

When reporting a concern about an adult, the parent / carer details may not be required. Where this is recorded, please include the relationship to the person involved. Please insert additional lines as required.

Details of the incident / disclosure / concern

Please include as much relevant detail as you can

When reporting a disclosure, please quote the individual where possible. Please also comment on their body language or any other non-verbal communication that might be useful.

When drawing conclusions, please include the evidence that has led to that conclusion.

Context of the incident / disclosure / concern

Please include as much relevant detail as you can

Action taken to ensure immediate safety

Please provide details. If no action was required, please indicate by writing "None".

Other action taken or advice sought

If any advice was sought, please provide details including who you spoke to, their contact details and what advice was given or action that was taken.

Signature

Please ensure that you sign the form.