



## **SAFEGUARDING INCIDENT REPORT FORM**

Have you?

- Reassured the young person
- Been honest and not made promises you cannot keep
- Explained why you may have to tell other people in order to stop what's happening
- Avoided closed or leading questions and asked as few questions as possible
- Encouraged the child to use their own words
- Remembered to maintain confidentiality

Name of child	
Age and date of birth	
Parent/carer's details	Name Address  Telephone number/s
Date of incident	
Time of incident	
Details of the incident/concern including where it happened	

Details of any physical signs of abuse, eg bruising	
Have you spoken to the child? If yes, exactly what did they say?	Yes          No
Have you spoken to parents/carers? If yes, provide details of what was said (NB – depending on the allegation, it is not always appropriate to speak to parents)	
Have you spoken to the person the allegations are being made against? If yes, provide details of what was said (NB – never speak to them if it is a child abuse allegation, only if it is ‘poor practice’)	
Have you informed statutory authorities?  Eg, police, Social Care, LADO (Local Area Designated Officer)	Yes          No  If yes, which?  Name of person reported to  Designation/Position  Telephone Number
Details of any action taken	

Details of any intended action	
Details of witnesses (use separate sheet if needed)	Name Address  Telephone  Witness Comments
Details of person alleged to have committed the offence	Name Address  Telephone
Details of person reporting the concern	Name Address  Telephone
Details of person completing the form	Name Address  Telephone
Signed	
Date and Time	Date <span style="float: right;">Time</span>