

Form for Reporting Safeguarding Incident

For use by Team member who initially reports the concern/incident

TIME AND DATE OF INCIDENT

LOCATION

CHILD'S NAME

SUMMARY OF INCIDENT/CONCERN:

Include context of disclosure or concern; what was said (using the words, as far as possible, used by the child); where; when; who was present; who else is aware of the disclosure/concern.

Signed: Date

Name (block capitals):.....

Thank you for recording this incident/concern and for the part you have played in endeavouring to keep children safe. Please seek support from our Safeguarding Coordinator.