

SAFEGUARDING INCIDENT FORM



Details of person reporting the incident:

Name:

Position/Role:

Contact Number(s):

Details of Child / Young Person / Vulnerable Adult:

Name:

Date of Birth:

Address:

Parent/Carer name(s):

Parent/Carer Address:

Details of Incident:

Date and time incident occurred:

Full details of what the child/vulnerable adult said/did and what you said/did:
Remember do not lead the child/vulnerable adult. Ensure you record actual details.



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Any other relevant information:

Any information around the alleged abuser:

Details of action taken so far:

External agencies contacted (*include which agency (i.e. Police, Children & Families Division, NGB etc.), who you spoke to, their contact details and any advice given*):

Print Name:

Signature:

Date:

Note: A copy of this form should be sent to the Children & Families Division after the telephone report.

Remember to maintain confidentiality on a need to know basis – only if it will protect the child.

Do not discuss this incident with anyone other than those who need to know.



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