



6.3 Incident Reporting Form

Information about the young person

Child/young person's name, gender, DOB, place of birth, nationality	
Name of parents/legal guardians and of siblings	
Home address, telephone, e-mail	
Additional needs	
Date and Time of Incident	
Date and Time (of writing)	
Reporter's name	
How and where reporter became aware (first-hand witness?). Write a brief description of disclosure circumstances	
What are you worried about? Who? What (if recording a verbal disclosure by a child use their words)? Where (place where incident occurs)? Any witnesses?	
Name of alleged perpetrator and relationship to child/young person (if known)	
Any other relevant information (distinguish between fact and opinion). Any previous concerns with the child/young person	
Follow-up What needs to happen? Note actions, including names of anyone to whom your information was passed and when	



Part 2 (for use by the Designated Safeguard Lead)

Time and date information received, and from whom.	
Any advice sought – if required (date, time, name, role, organisation and advice given).	
Action taken (referral etc.) with reasons. Note time, date, names, who information shared with and when etc.	
Parent/carer informed? Y/N and reasons.	
Outcome Record names of individuals/agencies who have given information regarding outcome of any referral (if made).	
Signed	
Printed Name	