

Safeguarding Incident Report Form

This report form is for the purpose of keeping a record of reports made to the Designated Safeguarding Person.

As well as this report, you should make a full written record of your observations and any conversations, which should be signed and dated (you can do this on the reverse of this form or on a separate piece of paper) and submitted with this report of the incident.

This report to the Designated Person (Fiona Monger) and the accompanying full factual, written record should be made 24 hours of the concern being raised. Reports can be emailed to fiona@monger.me.uk

Name of worker

Name of organisation

Name of child

Date & time of incident

Brief overview of the Nature of concern:

.....
.....
.....
.....
.....

Have you made a full written record of the incident/concern (this full written account can be made over the page or on a separate piece of paper)? Yes / No (Please circle)

Who have you spoken to about your concerns?

Child	Yes	No	
Carer	Yes	No	
Team Leader	Yes	No	If yes please add name
Pastor	Yes	No	If yes please add name
Social Services	Yes	No	If yes please add name
Other	Yes	No	If yes please add name

What feedback have you received?

.....
.....
.....
.....

How have your concerns been followed up?

.....

Signature of Worker: Date and time

Signature of Children's Advocate/

Responsible Person Date and time

Full Written Record of Safeguarding Incident

Report submitted by:..... (name)

Signed..... Date.....