

**SAFEGUARDING**  
**Incident Report Form**



This form is to be completed by the person who has concerns/heard allegation etc.

<b>Name of organisation/ church</b>	
<b>Address of organisation</b>	
<b>Name of worker</b>	
<b>Name of child/adult at risk about whom there is a concern</b>	
<b>DOB of child/adult (or age of not known</b>	
<b>Date and time of incident</b>	

**Full record of incident/  
concern/ allegation/  
disclosure**

This should include:

1. Names and roles of all who were present;
2. The exact words of the child/ adult (where possible);
3. What your response was to the person;
4. Description of injury and a drawing of its location and shape on the child/adult's body;
5. Time & date of notes (including any further conversations);
6. Action Taken (if this has already been written up on a separate piece of paper please attach your original notes to this report).

**Report continued**

PTO for more space and signature

<b>Signature</b>	
<b>Date</b>	

*This record should be reported and given to the Designated Person within 24 hours.*

**If a child or adult at risk is considered to be in imminent danger of harm a report should be made immediately to the police or Social Services.** If such a report is made without reference to the Designated Person (because it was not possible to contact the Designated Person immediately), the Designated Person should be informed as soon as possible after the report has been made.