



## Safeguarding Incident report form

Your name	Your position
Place of work	Contact phone number
The child's details	
Name	
Address/phone number	
Date of birth	
Other relevant details about the child: e.g. family circumstances, physical and mental health, any communication difficulties.	
Parent/guardian/carers details	

Details of the allegations/suspicious	
<p>Are you recording:</p> <ul style="list-style-type: none"> <li>• Disclosure made directly to you by the child?</li> <li>• Disclosure or suspicions from a third party?</li> <li>• Your suspicions or concerns?</li> </ul>	
Date and time of disclosure	
Date and time of incident	
<p>Details of the allegation/suspicious. <i>State exactly what you were told/observed and what was said. Use the persons own words as much as possible</i></p>	
Action taken so far:	
Signed	Date