

Safeguarding Incident Report Form

In the event of an incident taking place, one of the church Safeguarding Officers or the Safeguarding Trustee to be contacted and informed as soon as possible. The following information is to be recorded in a timely and accurate manner.

Incident Report Form – Page One Short summary (complete in detail on separate page where necessary)	
Child/Adult Name/Gender/Age	
Child/Adult in normal context (e.g. normal behaviour, attitude etc)	
Incident date/time	
Nature of incident (brief description)	
Verbatim record of what the person has said	

Incident Report Form – Page Two

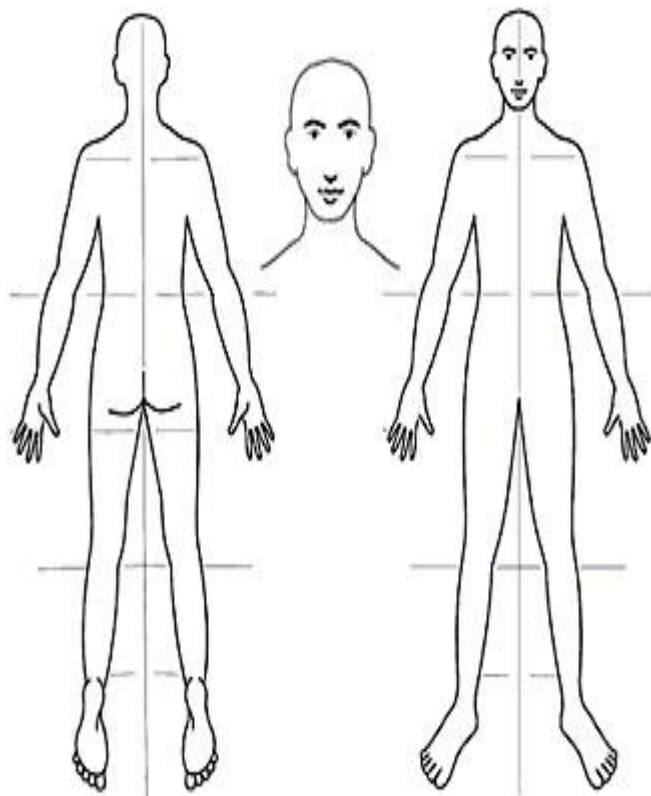
What questions did you ask?

[illegible]

Incident Report Form – Page Three

Any injuries noted – include date and time

(can be drawn on body map)



Immediate Action Taken

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Incident Report Form – Page Four	
Date and time of notification to the Safeguarding Trustee and Safeguarding Officer	
Name of person completing form	
Date and time of completion	
Handed to (date and time)	