**Safeguarding Policy - Reporting Disclosure Concerns & Incidents**

**Private and Confidential**

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| **Section 1 Details of the individual (child or vulnerable adult) and their parent/carer:** |
| Name of individual |
| Sex: Male Female | Age: | Date of Birth: |
| Parent’s / Carer’s names: |
| Home address/place of residence including postcode:  |
| **Section 2 Your details:** |
| Your name: |
| Your position or role: |
| Date and time of incident: |
| Location/event: |
| Your contact details (telephone/email): |
| **Section 3 Your report:** |
| Are you reporting your own concerns or responding to concerns raised by someone else? |
|  Responding to my own concerns Responding to concerns raised  by someone else | If responding to concerns raised by someone else, please provide their name and position/role  |
| Please provide details of the incident or concerns you have, including times, dates, or other relevant information (description of injuries/whether you are recording fact, opinion or hearsay): |
| The individual’s (child/vulnerable) account, if it can be given, of what has happened and how: |
| Please provide details of the person alleged to have caused the incident/injury – including where possible their name, address and date of birth (approximate age), role/relationship to individual (stranger, or known to the individual). |
| Please provide details of any witnesses to the incident(s) |

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| If working with an external setting, who have you spoken to?  Child Protection coordinator Head teacher Class teacher Other – who? ............................................................................................... | If yes what was said, also give their name and contact details? |
| Have you spoken to the Parents? Yes No | If yes what was said? |
| Have you spoken to the person the allegation has been made against? Yes NoIf no, please **do not** approach them. | If yes what was said? |
| Have you spoken to anyone else? Yes No | If yes what was said, also give their name and contact details? |
| Please provide details of further action taken to date: |
| Have you informed the statutory authorities?Local Authority Designated Officer |  |

**ENDS.**