

## Safeguarding Incident / Concern Reporting Form

<b>About the person completing the form:</b>			
Your name	Your phone number	Your mobile number	Your e-mail address
Are you reporting: <i>Please tick the appropriate box(es)</i>	An incident	A disclosure	A concern
Department /Group / ministry area			Date completed
<b>About the person or people, we are concerned about or involved in the incident:</b>			
Their name(s)	Their Address and contact details	Their Date of birth	Name & contact details for parent / (where appropriate)
<b>Details of the incident / disclosure / concern:</b>			
<i>What happened / was said / have you noticed etc?</i>			

**Context of the incident / disclosure / concern:**

Where / when / who else was present etc.

Date of incident / disclosure

Time of incident / disclosure

Action taken to ensure immediate safety

Other action taken or advice sought

Signature

**For office use only: Form reference :**

## **Notes for completion**

### **About this form and the person completing it**

Please complete all sections

### **About the person or people, we are concerned about or involved in the incident**

When reporting a concern involving a child or young person, please complete all sections.

When reporting a concern about an adult, the parent / carer details may not be required. Where this is recorded, please include the relationship to the person involved. Please insert additional lines as required.

### **Details of the incident / disclosure / concern**

Please include as much relevant detail as you can

When reporting a disclosure, please quote the individual where possible. Please also comment on their body language or any other non-verbal communication that might be useful.

When drawing conclusions, please include the evidence that has led to that conclusion.

### **Context of the incident / disclosure / concern**

Please include as much relevant detail as you can

### **Action taken to ensure immediate safety**

Please provide details. If no action was required, please indicate by writing "None".

### **Other action taken or advice sought**

If any advice was sought, please provide details including who you spoke to, their contact details and what advice was given or action that was taken.

### **Who to send this to?**

Please send by email to the Designated Safeguarding Lead for Children and Youth as listed on the Antioch Community website under Safeguarding.

### **Signature**

Please ensure that you sign the form.