



Child Safeguarding Incident Report Form

Strictly Confidential

To be completed as soon as possible after any safeguarding concern relating to a child at risk is raised.

1. Basic Details

- Name of person completing this form:

- Role/position:

- Date and time of reporting:

- Contact number/email:

2. Details of the Child or Young Person at Risk

- Full Name:

- Date of Birth / Age (if known):

- Address (if known):

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- **Parent/Carer name(s) (if known):**
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- **Any special needs, disability, language barriers, or communication needs?**
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3. Details of the Incident or Concern

- **Date and time of the incident/disclosure:**
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- **Location of the incident:**
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- **What happened? (Include factual description of what was said/seen/heard – avoid personal opinions):**
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- **Was this a disclosure by the child?**

☐ Yes ☐ No

- **Exact words used by the child or young person (as far as possible):**
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4. Details of Alleged Perpetrator (if known)

- **Name:**
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- **Relationship to child (if any):**
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- **Role/position (if applicable):**

5. Action Taken

- Who did you report this to? (Include name, role, and time):

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- Immediate action taken (e.g. contact with Designated Safeguarding Lead, medical help, etc.):

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- Were the police, social services, NSPCC, or any other authority contacted?

☐ Yes ☐ No

- If yes, which authority and at what time?

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- Name of person spoken to (if known):
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6. Signature

- Signature of person completing the form:

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- Date:
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7. To Be Completed by the Designated Safeguarding Lead (DSL)

- Name of DSL receiving report:

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- Date received:
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- Actions taken by DSL (include dates/times, agencies contacted, referrals made):
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- **Further action required?**

☐ Yes ☐ No

- **If yes, outline:**

- **DSL Signature:**

- **Date:**

Important Notes

- This form must be stored securely in line with data protection regulations.
- Do not discuss the incident with anyone other than the designated safeguarding lead or appropriate authorities.
- **Maintain confidentiality at all times.**

Signed on behalf of the Trustees:

Name: C. Bodley

Role: Chair

Date: 22nd October 2025

Date Approved: 22nd October 2025

Review Due: October 2026 Revision No 1

Signed (Chair): C. Bodley