

## Incident report form

This form will be used by the Designated Safeguarding Lead / Deputy to record disclosures or suspicions of abuse.

Your name	Your position
Place of work	Contact phone number
<b>The child's details</b>	
Name	
Address/phone number	
Date of birth	
Other relevant details about the child: <i>Eg family circumstances, physical and mental health, any communication difficulties.</i>	
Parent/guardian/carers details	
<b>Details of the allegations/suspicious</b>	
Are you recording: <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	
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>	
Action taken so far:	
Signed	Date