



FAST FORWARD Direction Thru Music
 Unit 19 Avenue B Nottingham NG15 0BS
 0115 847 1407

Safeguarding Children incident report form
 Incident Report Form

This form will be used by members of staff or volunteers to record disclosures or suspicions of abuse or an E-Safety Concern. The completed form should be sent to the Designated Safeguarding Officer (Deputy in the absence of).

Your name	Your position
Place of work	Contact phone number
The learner's details	
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	
Details of the allegations/suspicions	
Are you recording: <ul style="list-style-type: none"> • Disclosure made directly to you by the child? • Disclosure or suspicions from a third party? • Your suspicions or concerns? • E-Safety/Breach concerns? Do I need to complete a DATA BREACH LOG and email to DPO? 	
Date and time of disclosure	
Date and time of incident	
Details of the allegation/suspicions. <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