

**Appendix 3**

<b>Safeguarding Incident Record Form</b>
Name of child/young person/adult
age
gender
your name and position
Are you reporting your own concerns or passing on those of someone else? Give details.
Brief description of what has prompted the concerns, including dates, times etc of any specific incidents, sequence of events. Actual words used/observations. KEEP FACTUAL.
Any physical signs? Behavioural signs? Indirect signs?

Has the person spoken to you. If so, what was said? Please report exactly what was said and what you said. Remember not to lead the child/young person or vulnerable adult. Record exact details. Continue on separate sheet if necessary

Have the parents or guardians spoken to you? If so, what did they say?

Has anybody been alleged to be/is suspected of being the abuser? Give any other details you think will be important.

Have you consulted anyone else? Give details

In what capacity have you had contact with the child/young person/vulnerable adult?

Name of person you are reporting this incident to

Action taken.

I can confirm that to the best of my knowledge the information provided above is correct, and that I will be available to answer any further questions on this matter

Date of incident. . . . .

Time of incident. . . . .

Today's date. . . . .

Your signature. . . . .

Print name. . . . .

**ANY INCIDENT MUST BE REPORTED IMMEDIATELY TO THE DESIGNATED OFFICER (fill in name and contact details here)**