INCIDENT REPORT FORM – SG1

This form is to be used to record basic information in the light of an allegation, suspicion or disclosure of a potential safeguarding concern. **Completing this record should not stand in the way of contacting Police or Social Services in the event of an emergency or urgent safeguarding incident.**

In the event of a disclosure, you should stay calm, not press for information by questioning the individual. Encourage the person to talk, listen and remember what they say. Do not express disbelief, anger, embarrassment, shock or fear and reassure the individual and tell them you are glad they are speaking to you and that you know it is not their fault. Never promise to keep a secret. Write down what has happened on the safeguarding incident form and where possible, recount any conversations verbatim. Inform your Safeguarding Lead at the earliest opportunity and hand in this form to them.

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| --- | --- | --- | --- | --- | --- |
| Name of the **person completing this form**: |  | Date and time of **completing this form**: |  | Your position or relationship to who your safeguarding concern is about: |  |
| Name/names of person/s **safeguarding concern or incident is abou**t: | |  | | | |
| Details of the person the concern is about – address etc (if known): | |  | | | |
| Nature of concern  PLEASE PROVIDE AS MUCH DETAIL AS POSSIBLE. | | | | | |

Signature of person completing form:

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| Has the alleged victim said anything to you? (do not lead or investigate – Just record actual details) – Continue on another sheet if required | | |
| Any other relevant information: | | |
| EXTERNAL AGENCIES CONTACTED | | |
| POLICE  999 or 101 | Name of person contacted: | Details and date of advice received: |
| FIRST RESPONSE  01925 444239 | Name of person contacted: | Details and date of advice received: |
| OTHER  NSPCC, NGB etc | Name of person contacted: | Details and date of advice received: |

DO NOT DISCUSS THIS INCIDENT WITH ANYONE OTHER THAN THOSE WHO NEED TO KNOW.