

# Safeguarding Incident Reporting Form

Victim/survivor must consent to their name being used. Where they do not consent, let them know what information is being provided in the form and how that information will be used.

Please put in sealed envelope marked confidential or write confidential in the message subject line if emailing the form.

Your information		
Name		
Email		
Contact number(s)		
Name of organisation	Your role	
Personal information known about the victim/survivor (if this information is being provided)		
Name		Gender <ul style="list-style-type: none"> <li>● Female</li> <li>● Male</li> <li>● Other</li> </ul>
Date of Birth		
Age		
Is the victim/survivor a programme participant? <ul style="list-style-type: none"> <li>● No</li> <li>● Yes</li> </ul> If yes, provide details:		
Is there any other information that would be useful to share? E.g. languages spoken, accessibility requirements etc.		
Is the victim/survivor currently safe? <ul style="list-style-type: none"> <li>● No</li> <li>● Yes</li> <li>● Don't know</li> </ul>		
What security measures are required to make the victim/ survivor safer?		
Contact information about the parent/carer (for children under 18 and vulnerable adults if known)		
Name (s)		
Address		
Contact number(s)		
Email		
Have they been notified of this incident?	<ul style="list-style-type: none"> <li>● No</li> </ul>	Please explain why not

	<ul style="list-style-type: none"> <li>• Yes</li> </ul>	Please give details of what was said/actions agreed
<b>Information about the subject of the complaint</b>		
Name		
Gender		
Age		
Name and address of organisation		
Role		
Email		
Contact number (s)		
Is there any other information that would be useful to share? E.g. where are they now, are they aware of the complaint.		
<b>Incident details (Attach a separate sheet if more space is required)</b>		
Please provide details about the reported safeguarding allegation or concern including dates, names, observations of behaviour, injuries, emotional state, and the victim/survivor account of the incident (if known) and any witness accounts.		
<b>Any advice sought</b>		
Please provide details of who else has been informed and advice given.		
<b>External agency involvement</b>		
Has the incident been reported to any external agencies	<ul style="list-style-type: none"> <li>• No</li> </ul>	<ul style="list-style-type: none"> <li>• Yes - Please provide details</li> </ul>
Name of organisation/agency		
Contact person		
Contact number(s)		
Email		
Agreed action or advice given		
<b>Action Taken</b>		
Please provide details of action taken to date.		
<b>Declaration</b>		
Your signature		
Print name		
Date		