



SAFEGUARDING CHILDREN PROCEDURE - SAFEGUARFING FORM / REPORT DETAILS

REVIEW. No.0: 11/2016 REVIEW. No.1: 11/2018

Details of the Child, young person

Name:	
Address:	
Date of Birth:	

Pen Picture of Vulnerable Child, young person:

Details of Concern/Allegation including timeframes:

1) Record details of the reported incident: (please give a factual description of what occurred)	
2) Any witnesses:	
3) Any relevant contextual information:	
4) Please state the time of the incident you are reporting?	
5) Any previous allegations/concerns and when they occurred? (please be specific on dates)	
6) Is there a safeguarding plan in place?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Immediate Action Taken:

Details of Person Reporting Incident

Name:	Address/Contact mobile:
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Method of Report:

Date/Time:

Place of Incident: