**Safeguarding Incident Report Form**

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| **Details of the Child/ren at risk:** | | | | |
| Name of Child/ren at risk: | | | | |
| Gender: ⃝ Male ⃝ Female | | Age: | | Date of Birth: |
| Religion: | | Ethnicity: | | Any additional needs (e.g. disability, language spoken, interpreter required): |
| Parent’s/Carer’s name(s): | | | | |
| Home address of child/ren at risk: | | | | |
| Child/ren at risk legal status (e.g. Looked After Child): | | | | |
| Is child at risk subject of the following e.g. child protection plan/on a child protection register/ a care order/care and support plan or other? | | | | |
| **Your Details:** | | | | |
| Your Name: | | Your Position: | | Your contact details: |
| **Report:** | | | | |
| Are you reporting your concerns or responding to concerns raised by someone else? | | | | |
| ⃝ Responding to my concerns  ⃝Responding to concerns raised by someone else | | | If responding to concerns raised by someone else, please provide their name, role and contact details (if known): | |
| Please provide details of the concerns you have for the child/ren at risk safety and/or welfare, including times, dates or other relevant information (describe any injuries, whether fact, opinion or hearsay). Please add other relevant information known about the family/child/ren at risk circumstances: | | | | |
| The child/ren at risk account (e.g. of any incident, injury, disclosure, behaviour – use the child/rens words where possible): | | | | |
| Please provide details of the person alleged to have caused the incident/injury if known (e.g. name(s)/address/incident address/relationship to child/ren at risk etc.): | | | | |
| Please provide details (name, role, contact details if known) of any witnesses to the incident/concerns: | | | | |
| State any risk of immediate danger: |  | | | |
| If you were required to take immediate action please describe e.g. contact with Police, Children’s Social Care, NSPCC etc.: |  | | | |
| Is the child/ren at risk or family/carer aware that a report has been made: |  | | | |
| Any known previous history: |  | | | |
| Is there anything else of importance the Designated Safeguarding Person (DSP) should be made of: |  | | | |