Safeguarding- Incident Report Form

Safeguarding - Incident Report Forms

Please use the following to Templates to record and report an incident or disclosure. Please send it to your Faculty / Professional Service Safeguarding Lead, see contacts and First Support on firstsupport@soton.ac.uk

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| **Safeguarding Incident Recording Template 1** |
| **Your Details:** |  |
| * **Name:**
 |  |
| * **Job Role**
 |  |
| * **Date**
 |  |
| * **Contact Details**

**(Phone and e-mail)** |  |
| **Details of Incident / disclosure** |  |
| * **Date of initial raising of concern / incident**
 |  |
| * **Who raised the concern?**
	+ **Name**
	+ **Contact details**
 |  |
| * **Who is the vulnerable person / child?**
	+ **Name**
	+ **Age (if applicable in the case of Under 18)**
	+ **Contact details**
	+ **Parents contact details**
 |  |
| * **Where did the incident occur?**
 |  |
| * **When did the incident occur?**
	+ **Date and time**
 |  |
| * **What happened?**
 |  |
| * **Were there witnesses?**
	+ **Name**
	+ **Age (if applicable in the case of Under 18s)**
	+ **Contact details**
 |  |
| **After the incident/ disclosure** |  |
| * **Were there any witnesses to the referral?**
	+ **Name**
	+ **Contact details**
 |  |
| * **Who have you discussed this incident with?**
	+ **Name**
	+ **Contact details**
 |  |
| **Please save this report securely and send it to First Support:****firstsupport@soton.ac.uk** |

**Guidance for handling a Disclosure or Concern**

* **Take all complaints, allegations or suspicions seriously;**
* **Ensure the immediate safety of the person affected;**
* **Stay calm, and offer support and reassurance to the person making the disclosure;**
* **Do not make any promises regarding confidentiality;**
* **Listen, keep questions to a minimum, make brief but careful notes and check the person affected agrees with them (where applicable);**
* **Explain what you will do.**

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| **Safeguarding Incident Recording Template 2****Detailing discussion with Multi Agency Safeguarding Hub****To be used in conjunction with Template 1** |
| **Your Details:** |  |
| * **Name:**
 |  |
| * **Job Role**
 |  |
| * **Date**
 |  |
| * **Contact Details**

**(Phone and e-mail)** |  |
| **Details of Incident / disclosure** | Refer to Template 1 |
| * **Name of Victim**
* **Date of incident**
 |  |
| **Notes on discussion with MASH** |  |
| * **What was discussed**
* **Agreed outcomes**
* **Further action**
	+ **By whom?**
 |  |
| **Please save this report securely and send it to First Support:****firstsupport@soton.ac.uk** |  |