

## AIUK Safeguarding Incident Reporting Form

### Logging a concern about a child or young person's safety and welfare

Part 1 (for use by any AIUK staff, volunteers and activists)

<b>Child or young person's name:</b>	<b>Date of Birth:</b>
<b>Date and Time of Incident:</b>	<b>Date and Time (of writing):</b>
<b>Your Name:</b> ..... ..... <b>Print</b> <b>Signature</b>	
<b>Job Title/Activist Role:</b>	
<b>Record the following factually: What are you worried about? Who? What (if recording a verbal disclosure by a child use their words)? Where? When (date and time of incident)? Any witnesses?</b>	
<b>What is the child or young person's account/perspective?</b>	

**Professional opinion if relevant.**

**Any other relevant information (distinguish between fact and opinion). Previous concerns etc.**

**What needs to happen? Note actions, including names of anyone to whom your information was passed and when.**

**Check to make sure your report is clear to someone else reading it.  
Please pass this form to your Designated Safeguarding Lead.**

Part 2 (for use by Designated Safeguarding Lead)

<p><b>Time and date information received, and from whom.</b></p>	
<p><b>Any advice sought – if required (date, time, name, role, organisation and advice given).</b></p>	
<p><b><u>Action taken</u> (referral to children’s social care/monitoring advice given to appropriate staff/CAF etc.) with reasons.</b></p> <p><b>Note time, date, names, who information shared with and when etc.</b></p>	
<p><b><u>Parent’s informed?</u> Y/N and reasons.</b></p>	
<p><b><u>Outcome</u></b></p> <p><b>Record names of individuals/agencies who have given information regarding outcome of any referral (if made).</b></p>	
<p><b>Where can additional information regarding child/incident be found?</b></p>	
<p><b>Should a concern/confidential file be commenced if there is not already one? Why?</b></p>	
<p><b>Signed</b></p>	
<p><b>Printed Name</b></p>	