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|  | | Safeguarding Disclosure/Incident Form | |
| **This form must be used to record any safeguarding incident or disclosure made during the course of an inspection and the steps set out in the Safeguarding Concerns: Guidance for Inspectors should be followed.**  The form should be completed at the time or immediately following the disclosure or incident.  Please complete the form as fully as possible. | | | |
| Details of person at risk | | | |
| Name of person (please use initials, not full names): | | | |
| Name of school: | | Year Group: | |
| About you (the person filling in this form) | | | |
| Name: | | | |
| Commissioning Diocese: | | | |
| Email address: | | | |
| About the safeguarding incident/disclosure | | | |
| Please provide details of the disclosure or alleged incident including dates, times, descriptions of events, actual words used by individuals involved. If you are referring to individuals, please use their initials (if known). |  | | |
| Please also provide details of the steps taken by you to report the disclosure or alleged incident, including the names of any relevant school staff using their initials (if known). |  | | |
| Actions | | | |
| You must:   * provide the original of this proforma to the school. * obtain confirmation of receipt from the school as set out in the Guidance for Inspectors. * forward the confirmation email with attached copy of this proforma to the Catholic Schools Inspectorate Inspection Co-ordinator. * delete any records from your devices as soon as you are satisfied that the Catholic Schools Inspectorate Inspection co-ordinator has received the relevant information. | | | |
| Signature: | | | Date: |