



HOOK NORTON BRASS BAND Child Protection Policy and Procedures

INCIDENT REPORT - Private and Confidential when complete

Name of child.....Age/date of birth.....
Parent/carer's name.....
Address.....
Telephone number.....

Are you reporting your own concerns or passing on those of someone else? Give details of witness
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.....

Brief description of what has prompted concerns: include date, time, and location of any specific incidents.
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Any physical signs? Behavioural signs? Indirect signs?
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Have you spoken to the child? If so, what was said?
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Have you spoken to the parent(s)? If so, what was said?
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Has anyone been alleged to be the abuser? If so, give details, including relationship to the child.
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Have you consulted anyone? Give detail.
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Your name..... Position.....
Signature..... Date.....

Once completed, this form should be submitted to the Welfare Officer, Pat Vine, or Chris Alcock, the Band's chairman, who will refer the matter to the Local Authority Child Protection Team (Oxfordshire's Multi-Agency Safeguarding Hub – 0845 050 7666).