



Safeguarding Incident Log

POLICY & PROCEDURE

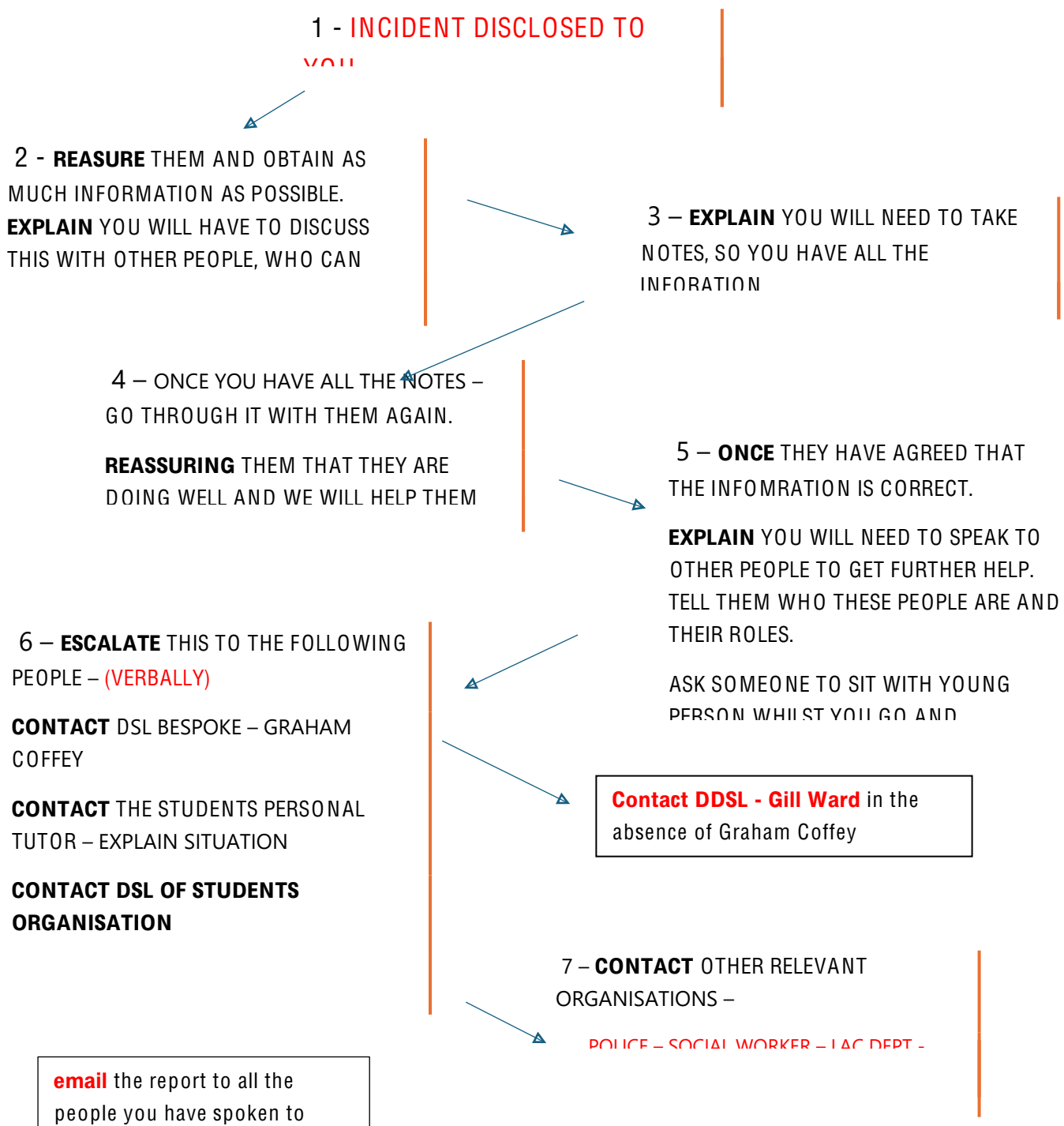
GRAHAM COFFEY – MARCH 2024

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If a young person discloses something to you that you consider to be a safeguarding issue. You will need to complete the following log.

You must also inform the young person that to help them with this matter. You will need to discuss this with other people who, will again help them.

SAFEGUARDING FLOW CHART



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Safeguarding Report Form:

Name of Reporting Person: _____

Position/Role: _____ Date of Report: _____

Contact Information: Phone: _____ email: _____

1. Description of Incident: [Provide a detailed account of what happened, including any relevant actions or statements made by those involved, including any specific incidents or behaviours observed].

[illegible]

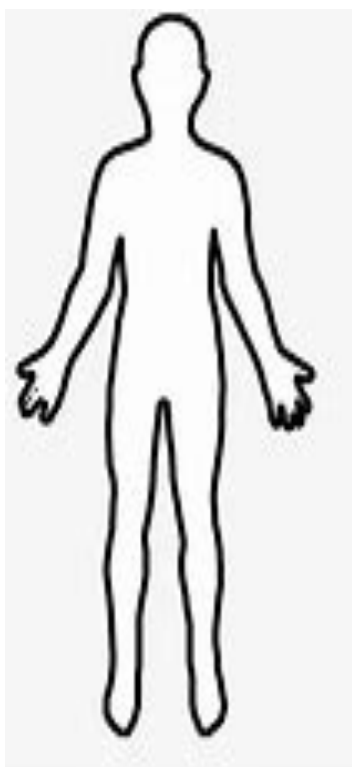
2. Persons Involved: [Names and roles of individuals involved, including students, staff, or any external parties].

Name of person(s) involved/witnesses	Role - (Tutor – DSL – Social worker – Class mate etc).

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3. Date/Time Location of Incident: [Specify when the incident occurred, including any relevant details about the timing – during break, going between lessons, walking in/out of school]

Injuries/marks sustained: (Please mark with an X, where these occurred. Include brief description).

[illegible]

Actions Taken:

1. Immediate Response: [Detail any immediate actions taken to address the safeguarding concern, such as providing support to those involved or ensuring their safety. First aid treatment]

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2. Reporting to Authorities: [Specify if the concern has been reported to the appropriate authorities, such as safeguarding leads, law enforcement, or social services]

3. Follow-Up Actions: [Outline any follow-up actions planned or already taken, including investigations, support for those affected, or additional safeguarding measures implemented]

4. Recommendations: (Training for staff – Review policies/Procedures – Improving communications – Discussions with young people).

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Signature of Reporting Person: _____ Reporting Person: _____ Date: _____

Remember:

Keep **ALL** written documentation in a folder and lock it away.

Record any additional phone calls made and to who.

Write up an electronic copy of incident - **Keep a copy.**

email a copy to all necessary people