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](mailto: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**](mailto: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**](mailto:firstsupport@soton.ac.uk) |  |