# **Incident Report Form Template**

Please read the **Chaperones reporting and recording safeguarding concerns** section of the **Chaperone Support Pack**.

You organisation should have procedures in place as part of their child protection and safeguarding polices that dictate how written reports should be made and most will likely have a specific form that needs to be completed. However, if needed we have provided this Incident Report Form Template to make a record of the safeguarding concern.

This form can be used for recording concerns referred to your **Designated Safeguarding Officer** or the [**Children’s Advice and Duty Desk (CADS)**](https://www.norfolklscb.org/people-working-with-children/how-to-raise-a-concern/local-authority-designated-officer-lado/). This form must be completed as soon as possible (and within 24 hours) after any incident raising child safeguarding concerns. A copy of this form should also be given to the production’s designated safeguarding officer (where there is one).

**IF YOU THINK THAT A CHILD OR YOUNG PERSON IS AT RISK OF SERIOUS HARM CALL 0344 800 8021 or 999 if risk is immediate.**

## **About You**

**Forename**: **Surname**:

**Role**: **Tel No**:

**Email**:

## **About the production**

**Name of Organisation**:

**Name of Production / Activity**:

**Date of Incident**:

**Time of Incident**:

**Location of Incident**:

**Date contacted Safeguarding Officer / CADS**:

## **About the child**

**Forename**: **Surname**:

**Date of Birth / Age**: **Gender**:

**Address**:

**Performance Licencing Authority(ies)**:

## **Nature of the Incident / Concern**

Include as much detail as you can about what you saw or heard. Ensure that it is factual and record the actual words used rather than your interpretation of what was said. Information should also include information about any adults involved, their role on the production and who they work for.

## **Actions already taken**

Include whether or not you have spoken to the child’s parent/carer or anyone connected to the production and any actions they took in response.

## **Contacting CADS**

Follow the productions **safeguarding policies**. You will need to report the disclosure to the **Designated safeguarding officer** (the person on the production responsible for child safeguarding), who may also be able to offer you some support. If there is no person responsible for child safeguarding, you can seek advice directly from Norfolk’s [**Children’s Advice and Duty Desk (CADS)**](https://www.norfolklscb.org/people-working-with-children/how-to-raise-a-concern/local-authority-designated-officer-lado/).

**Only complete this section if you have contacted Norfolk’s** [**Children’s Advice and Duty Desk (CADS)**](https://www.norfolklscb.org/people-working-with-children/how-to-raise-a-concern/local-authority-designated-officer-lado/) **directly.**

Consent: The person with parental responsibility must consent to information being shared and be informed that a referral is being made unless this increases the risk of harm to anybody or is likely to undermine a criminal investigation.

**Does the person with parental responsibility give their consent for you to speak to CADS?** Yes  / No

* **If ‘No’ please explain why**:

* **If ‘Yes’, does the person with parental responsibility consent to others (including professionals and members of the family’s network) being contacted to obtain further information?** Yes  / No

**Does the child/children know about you contacting CADS? If so what do they think about it?**

## **Date & Signature**

**Signature** (typed signature acceptable):

**Date and time of completion**: