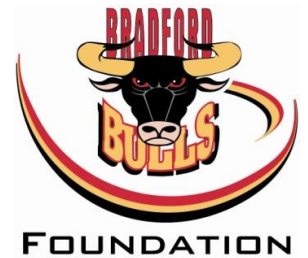


Bradford The Bradford Bulls Foundation Incident Reporting Form

Date Created; 5 March 2019

Date Approved June 2019

Date to Revise June 2023



The purpose of this document

Report and Record Keeping

Accurate and concise report and record keeping is one component of responding effectively to incidents, allegations and suspicions of abuse.

You must record all incidents, allegations and suspicions of abuse using this form.

Once the safety of the people involved is secured, take time out to gather your thoughts and to make a thorough record of what you have been told and your actions so that this can be shared with the colleagues you'll be handing over to or other people who need to know this information in order to support the client effectively.

When making records of incidents and allegations remember to be clear, objective and concise, to distinguish fact from opinion, to use the client's own words in the record and to ask questions to clarify the information you have been told. Do not ask leading questions which could jeopardise a future court case. Check your record back with the person giving you the information to minimise the risk of capturing it inaccurately.

Record of Safeguarding concerns, allegations and incidents

Record Form

To be completed by the person who first receives a report of suspected or alleged child abuse or an incident of child abuse and makes the initial records.

Step 1: When you are concerned that a child or young person is being abused or when someone tells you about abuse, record the incident, allegation or suspicion here.

Child / young person's Name		Age	
Current Contact Details			
Alleged Perpetrator Information			
People supporting the child/young Person contact Details if needed			

Summary of suspicion/allegation/incident including nature of abuse, date, place, identity of alleged abuser, anyone else involved etc (use the actual words of the person reporting to you as far as possible).

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Details of Witnesses

Name		Contact Details	
Name		Contact Details	
Name		Contact Details	

Step 2: Record any immediate advice or actions you have taken to secure the safety of the alleged victim and find out what has happened.

Additional safeguarding measures put in place

(Guidance = Safeguarding and promoting the welfare of children is the process of protecting children from abuse or neglect, preventing impairment of their health or development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully)

Additional safeguarding measures could include:

- Reviewing risk assessments and updating the risk management plans with the young person or the child's parent or carer
- Discussions with other parties (e.g. police, NSPCC) to agree contingency and emergency plans e.g. if the perpetrator returns
- Applying for an injunction or order e.g. restraining, occupation or non-molestation order where relevant

Date reported to line manager

Name

Job Title

Signed

Date

Step 3: Hold an incident meeting

This part will be completed by the Named Person leading on this child abuse suspicion/allegation

Do you have the information you need to decide what to do next and to support the young person or their parent or carer where appropriate to make an informed decision about what they want and need to do next?

Yes No

If no, go back to step 2 and get more information prior to holding the incident meeting.

Who needs to be informed about the incident, allegation or concern?

Who needs to be involved in or informed about the incident meeting?

Record of Incident Meeting

Date:

Time:

People Present:

Minutes/details of the incident meeting discussion are attached

Yes No

Outcome of the incident meeting with detailed action plan is attached (including details of decisions made)

Yes No

Name

Job Title

Signed

Date



Step 4 Informing and involving others

To be completed by the person making the child protection referral, normally the Named Person or Deputy Named Person, leading on this child abuse incident or allegation.

Does the victim need external support?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is a child protection referral required?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has the young person or the parent or carer of the child given their informed consent to you making a child protection referral?	Yes <input type="checkbox"/> No <input type="checkbox"/>

If no consent and you make a referral, please give your reason for making a referral without consent (e.g. public interest, to prevent a crime, to protect other people).

Does the young person or the parent or carer want to report the incident to the police (or Hate Crime Reporting Centre for Hate Crimes) if a crime has been committed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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For services registered under the Health and Social Care Act, inform the Care Quality Commission of incidents and allegations

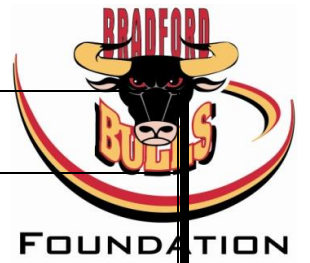
Date:		Outcome:	
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Referral/Report 1:

Organisation (i.e. Social services, Police etc):	
Contact Name:	
Contact Tel / email:	
Date of referral	
Instructions from agency 1 on how to proceed:	

Referral/Report 2:

Organisation (i.e. Social services, Police etc):	
Contact Name:	
Contact Tel / email:	



Date of referral			
Instructions from agency 2 on how to proceed:			
Name		Job Title	
Signed		Date	

Step 5: Ongoing safeguarding work and recording requirements

Has basic information been transferred onto your incident log Yes No

Where the child / young person is a client, their support and safety plan have been updated in the light of this incident/allegation and its outcome Yes No

When you close the record, detail how the decision to close was taken:

I confirm that necessary steps have been taken, a record has been made in their client file of this incident/allegation and their support plan updated to reflect this. Yes No

Name

Job Title

Signed Date

Record Sheet



You can use this sheet to keep track of the contact and communication which takes place from the point at which an allegation is made or an incident occurs to the time when the 'case is closed' in statutory terms and further safeguarding work is addressed as part of support and safety planning.

Child Protection Contact and Communication Record			
Date & Time	Contact/Communication	Child / young person's name or SWIMs Ref and initials	Name of person making record
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