

# Child Protection Incident Reporting Form

## ***Details of the child and parents/carers***

Name of child:		
Gender:	Date of birth: Age:	Ethnicity
Name(s) of parent(s)/carer(s):		
Child's home address and address(es) of parents:		

## ***Your details***

Your name:	Your position:	Date and time of report:
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## ***Report***

<p>Please fill out as fully as possible about the incident.</p> <p>Date of incident: Time of incident: Description of any injuries:</p> <p>Is the information first hand or the account of others?</p> <p>Any other relevant details:</p>
The child's account:

Please provide details of anyone alleged to have caused the incident or to be source of any concerns:

Details of anyone who witnessed the incident or who shares the concerns:

Are you aware of any previous incidents or concerns relation to this child? If so, please give details:

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please print this completed for, sign it and submit this report to the designated safeguarding officer (DSO) for children immediately.**

Please note: concerns should be discussed with the family unless:

- The view is that a family member might be responsible for abusing the child
- Someone may be put in danger by the parent being informed
- Informing the family might interfere with a criminal investigation

If any of these circumstances apply, consult with the local authority children's social care department to decide whether or not discussions with the family should take place.

# Child Protection Incident Reporting Follow up Form

## ***Follow On***

Action taken:

Advice Sought (from whom and what advice was given):

Other notes / information:

After discussion with the DSO, do you still have concerns about the child's welfare?

Have you informed the statutory child protection authorities?

Police: Yes / No

Date and time:

Name and number of person spoken to:

Local authority children's social care: Yes / No

Date and time:

Name and number of person spoken to:

What has happened since referring to statutory agencies? Feedback from referral, outcome and all relevant dates:

If the concerns are not able child protection, details of any further steps taken to provide support to child and family and any other agencies involved: