

Chalgrove Youth Club

INCIDENT FORM



Any allegation, complaint or suspicion of abuse should be recorded as near to the time of the incident as possible.

Forms should be kept in a secure place where access is very limited and in compliance with guidelines on confidentiality.

The following section is to be completed by the Youth Worker running the session

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| Date & time of the incident | |
| Name of person/persons involved | |
| Name of person completing form (Youth Worker) | |
| Details of what happened <i>(try and reflect language used, where a disclosure has been made by the young person / people)</i> | |
| What action was taken | |
| Who you reported to (Safeguarding Officer or Police) | |

The following section is to be completed by the Safeguarding officer

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| Was further action taken <i>If no referral to a statutory agency (Police, Hub) was made, please state reasons</i> | |
| Safeguarding Officer Signature & Date | |