



BROADMEAD BAPTIST CHURCH

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Safeguarding Incident Report Form (Children)

This form will be used by members of staff or volunteers to record disclosures or suspicions of abuse. The completed form should be sent to

Your name	Your position
Group Name	Contact phone number
The child's details	
Name	
Address/phone number	
Date of birth	
Other relevant details about the child: <i>Eg family circumstances, physical and mental health, any communication difficulties.</i>	
Parent/guardian/carers details	
Details of the allegations/suspicions	
Are you recording: <ul style="list-style-type: none">• Disclosure made directly to you by the child?• Disclosure or suspicions from a third party?• Your suspicions or concerns?	
Date and time of disclosure	
Date and time of incident	

Have Children's Services been informed?	
Was consent received for this?	
Has the young person seen this form?	
Details of the allegation/suspicions. <i>State exactly what you were told/observed and what was said. Use the persons own words as much as possible</i>	
Action taken so far:	
Signed	Date
Please print your name here	