

Safeguarding – Incident Report Form

Ref: _____

This form is to be used to record incidents or safeguarding concerns (such as abuse or neglect) for children, young persons and vulnerable adults. It is important that the Textile Centre maintain records for our own systems and to pass to local safeguarding agencies and/or Police.

Name of child or vulnerable adult. Full contact details if possible.
Concern or incident
Date, time and location
Action taken
Follow up from Safeguarding Coordinator

Continue on extra sheets if needed

Name (print):

Signature:

Date:

A copy of this is to be retained by the Safeguarding Coordinator or Managing Director.

Q:\Company Handbook and Operating Procedures\Company Handbook (Version 13)\Appendix H - Safeguarding Report form v01.doc