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# INCIDENT REPORT FORM

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Version 1.0



## Your details

Name:

Position/ relation to child:

Phone Number:

Address:

Email:

## Contact details for welfare officer

Name:

Email:

Phone Number:

## Child's details

Name:

Phone Number:

Sex: M  F



Other relevant information about the child (e.g mental and physical health, or any other contextual information)

### Parent/guardian/carer details

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Name:

Phone Number:

Email:

Have the children  
parent(s)guardian(s)/carer(s)  
been informed of the incident?

Yes  No

### Additional information



## Details of concerns/ allegations

Are you reporting concerns raised by:

Yourself       Someone Else

if reporting concerns raised by someone else, please provide additional information:

Name:

Position/ relation to child:

Phone Number:

Address:

Email:

Additional information

Date and time of incident:

Date and time of allegation:



Actions taken to date: (please give details of who else has been informed, including parents where appropriate, and any relevant contact

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## Details of incident or concern

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Details of the concern: be clear which details are fact and which are speculation and remember to record any injuries.

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Details of who was involved (Include any witnesses and any people who are allegedly involved in the abuse/harm)

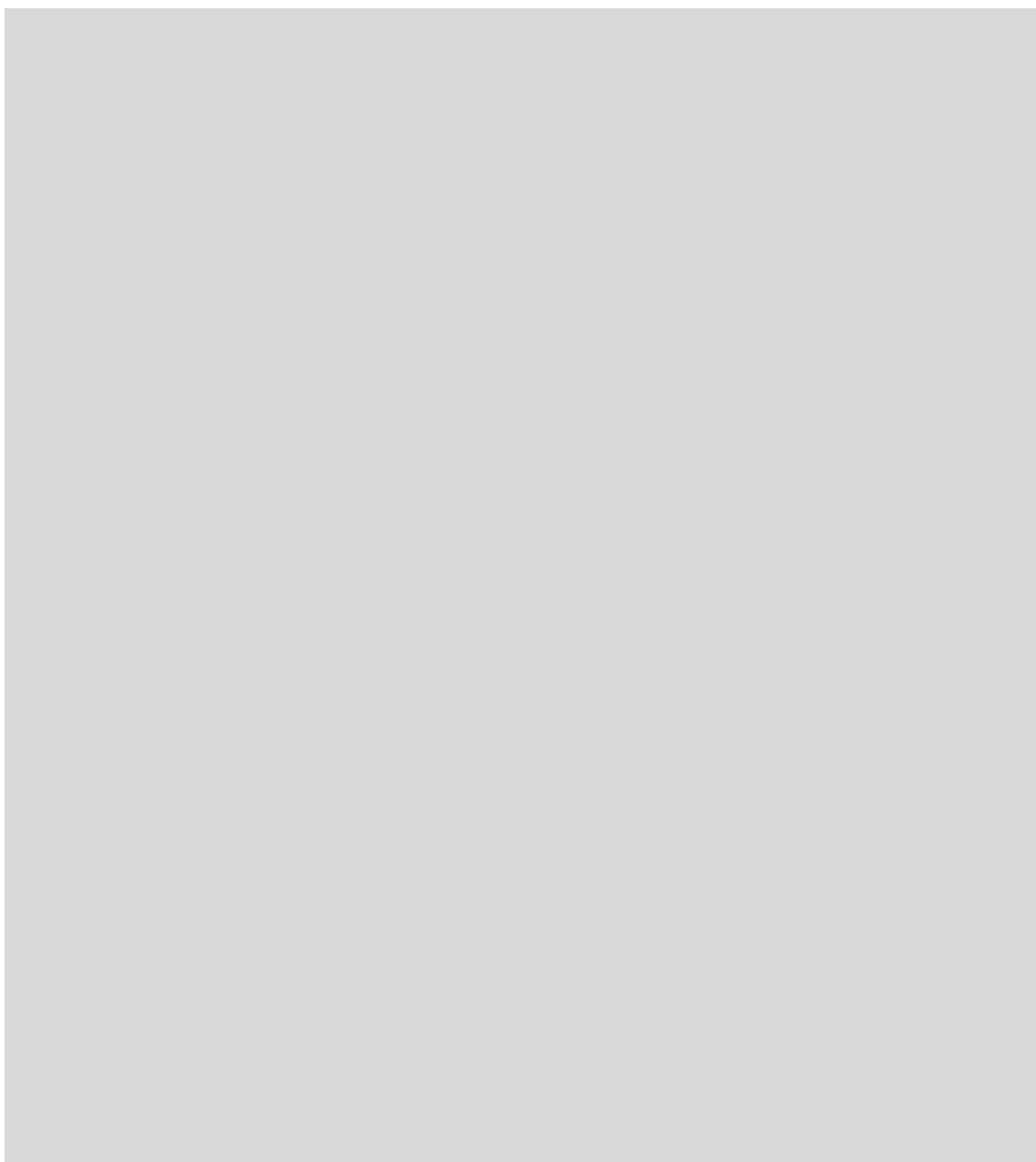
A large, empty rectangular box with a light gray background, intended for providing details of who was involved in the incident.

What the child said, if applicable (remember to use the exact words)

A large, empty rectangular box with a light gray background, intended for recording what the child said, if applicable.



## Further Information





Signature

Date