 A close up of a logo

Description automatically generated

**Incident / disclosure / concern reporting form**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| About this form and the person completing it: | | | | | | | |
| Your name | Your phone number | Your mobile number | | | | Your e-mail address | |
| Department /Group / ministry area | | | | | | Date completed | |
| About the person or people we are concerned about or involved in the incident  (If an allegation, the details of the person making the allegation): | | | | | | | |
| Their name(s) | Their address | | | Their date of birth | | Incident or disclosure or concern? | |
| If an allegation, details of the person accused: | | | | | | | |
| Please provide as much information as possible or necessary to identify them: | | | | | | | |
| Details of the incident / disclosure / concern: | | | | | | | |
| What happened / was said / have you noticed etc? | | | | | | | |
| Context of the incident / disclosure / concern: | | | | | | | |
| Date of incident / disclosure | | Time of incident / disclosure | | | | | |
| Where / when / who else was present etc. | | | | | | | |
| Immediate action taken to ensure immediate safety | | | | | | | |
| Other action taken or advice sought | | | | | | | |
| Signature | | | Return the form to Richard Foster or John Baker | | | | |
| Actions taken by Safeguarding Officers: | | | | | Signature | | Date |