

Church in London — Incident Reporting Form

Your Name:	
Your Role:	
Your Contact Details:	
<i>Address:</i>	<i>Postcode:</i>
<i>Telephone Numbers:</i>	<i>Email:</i>
Child's Name:	Child's Date of Birth:
Child's ethnic origin:	Does this child have a disability? <i>Please state</i>
Child's Gender: Male / Female <i>Please circle</i>	
Contact Information (parents / carers):	
<i>Address:</i>	<i>Postcode:</i>
<i>Telephone Numbers:</i>	<i>Email:</i>
Have parents/carers been notified of this incident? Yes / No <i>Please circle</i>	
If YES, please provide details of what was said or action that was agreed:	
Are you reporting your own concerns or responding to concerns raised by someone else?	
<input type="checkbox"/> Reporting my own concerns	
<input type="checkbox"/> Responding to concerns raised by someone else	
If responding to concerns raised by someone else, please provide further information:	
<i>Name:</i>	
<i>Position or relationship to child:</i>	
<i>Telephone Numbers:</i>	<i>Email:</i>
Date and time(s) of incident:	
Details of the incident or concerns: <i>Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.</i>	
Child's account of the incident:	

Please provide any witness accounts of the incident:

Please provide details of any witnesses to the incident:
Name:
Position or relationship with the child: *Date of birth (if a child):*
Address: *Postcode:*
Telephone Numbers: *Email:*

Please provide details of any person involved in this incident or alleged to have caused incident / injury:
Name:
Position or relationship with the child: *Date of birth (if a child):*
Address: *Postcode:*
Telephone Numbers: *Email:*

Please provide details of action taken to date:

Has the incident been reported to any external agencies? Yes / No *Please circle*

If YES, please provide further details:
Name of organisation/agency:
Contact Person:
Telephone Numbers:
Email Address:
Agreed action or advice given:

Your Signature:	Print Name:
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Date:

Contact the Designated Safeguarding Coordinator in line with the Church in London's Safeguarding Policy reporting procedures.

The information on this sheet contains sensitive personal data and therefore must be kept secure and confidential as required by the Data Protection Act 1998.