
HOPE2FAMILIES SAFEGUARDING POLICY

Incident Report Form

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Table of contents:

Form for recording incidents concerning young person/ leaders:	3
Contact details:	9
Find out more about:	10

Form for recording incidents concerning young person/ leaders:

The leaders details:

Name:	Role:
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Young person/ incident in question:

Name

Age

Date

Time

Gender

Parents names

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Specific needs:

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What is the nature of concern?

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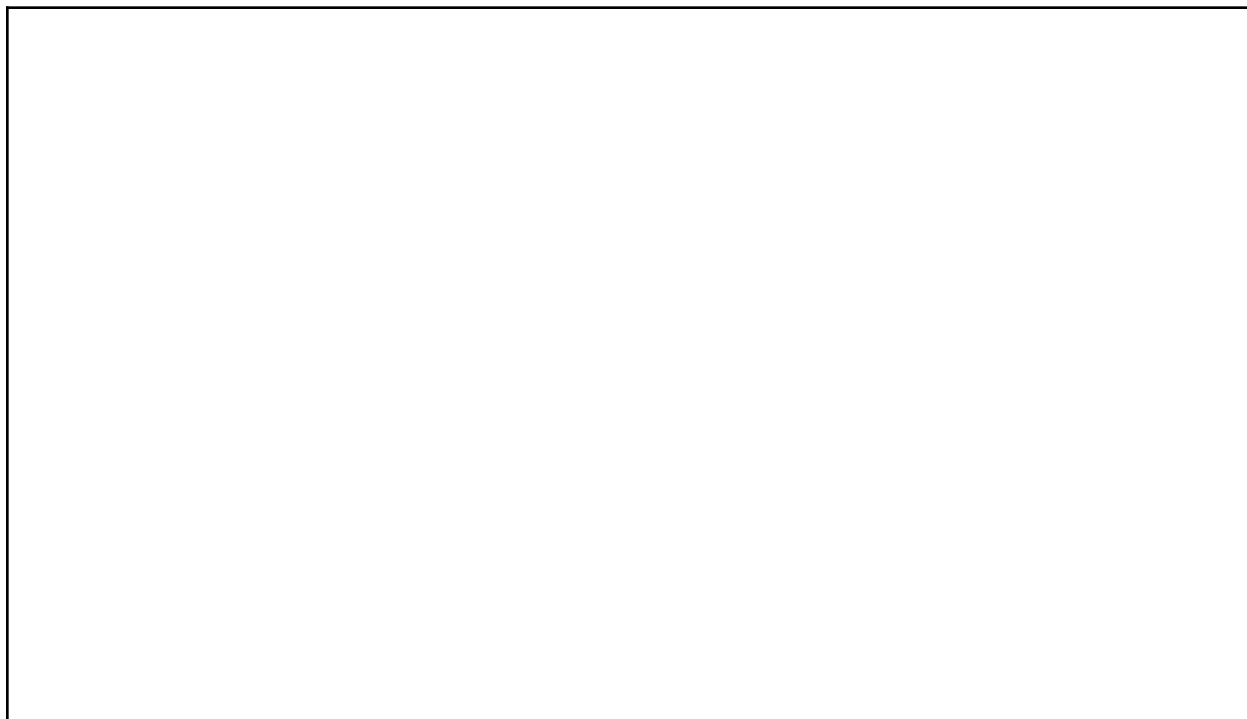
When and where did the incident/ disclosure?

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What was happening before the incident took place?

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What the child said or did that gave you cause for concern (write down their exact words if possible)



Whether the behaviour appeared spontaneous or premeditated?



Who witnessed the incident?

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What did the young person say or do?

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Was there indicators/ signs of abuse (if applicable)

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Did the young person indicate any particular abuser?

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Details of any immediate action taken (if applicable)

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Any additional comments

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Person reporting

Signature:	Date:
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Designated officer

Name:	Date received:
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Summary of explanation & initial actions | including dates

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Who was informed?

Time/ Date:	Name:	Their role:	Notes:

Witness 1

Name/ role:	Address:
Phone no:	Signature:

Witness 2

Name/ role:	Address:
Phone no:	Signature:

Line manager

Name/ role:
Summary & explanation of initial actions including dates:

Contact details:

Nominated child protection lead:

Marc Taylor

07514993163

wildfireministrys@gmail.com

Deputy child protection lead:

Heather Taylor

07856201383

wildfireministrys@gmail.com

NSPCC Helpline

0808 800 5000

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on:

..... **24th May 2022**(date)

Signed: *Marc Taylor*

[this will be signed by the most senior person with responsibility for safeguarding in our charity, for example the safeguarding lead on our board of trustees].

Find out more about: