

NWCSG Safeguarding Incident Alert Form (page 1 of 2)

Private and Confidential

Complete all relevant sections

Name of Child:		
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Age:	Date of Birth:
Parent's / Carer's name(s):		
Home address:		
Your Name:	Your Position:	Date and Time of incident:
Are you reporting your own concerns or responding to concerns raised by someone else?		
<input type="checkbox"/> Responding to my own concerns. <input type="checkbox"/> Responding to concerns raised by someone else.	If responding to concerns raised by someone else, please provide their name and position within the group;	
Please provide details of the incident or concerns you have, including times, dates or other relevant information (describe any injuries, state whether fact, opinion or hearsay):		
The Child's account, of what has happened and how		
Please provide details of the person alleged to have caused the incident / injury:		
Please provide details of any witnesses to the incident(s):		

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<p>Have you spoken to the Parents?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p>If yes, please provide details of what was said</p>	
<p>Have you spoken to the person the allegations are being made against?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p>If yes, please provide details of what was said:</p>	
<p>Any further action taken</p>		
<p>Have you informed :-</p> <p>Children's Social Care?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>NSPCC? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Police? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Please provide the name of the person and his/her contact number and details of any advice which was given.</p>	
<p>Data Protection As the person completing this form, you must notify each person whose information you include about what will happen to their information and how it may be disclosed except to the extent that doing so would prejudice either the prevention or detection of a crime or the apprehension or prosecution of an offender.</p>		
<p>Your signature:</p>	<p>Date:</p>	<p>Time :</p>