



**Annex A: Child Protection Incident Record Form**

Please complete this form to ensure any allegations of abuse, bullying or misconduct are correctly documented and pass to the Child Protection Officer to complete the final sections of this form.

Do not discuss this incident with anyone other than those who need to know.

<b>Sections below to be completed by person making initial report</b>	
Your Name:	
Your Position:	
Name of Child/Young Person (Reporting Incident)	
Child/Young Person address:	
Child/Young Person contact number(s):	
Parent/Carers name and address:	
Child/Young Person date of birth (if known):	
Name of Child/Young Person involved in the incident if different from above	
Date, time and place of alleged incident:	
Your observations: (include a description of any visible bruising or injury, location, size etc. Also any indirect signs, such as behavioural changes. Also include details of witnesses to the incident)	

Record exactly what the child/young person making the allegation said in their own words and any questions you asked if the situation needed clarification. (Remember do not lead, only record actual details. Continue on separate sheet if necessary)
Action taken:
Signature:
Print Name:
Date:
<b>Sections below to be completed by the Child Protection Officer</b>
External agencies contacted (time and date):
Police: Yes/No If Yes which:  Name and contact details:  Detail of advice received:
Social services: Yes/No If Yes which:  Name and contact details:  Detail of advice received:
Signature:
Print Name:
Date:

Child Protection Officer NB: If you contact your local Social services department regarding the above, a copy of this form should be sent to their Child Protection team following a telephone report.