

Safeguarding Incident Report Form



Note: Don't forget to explain confidentiality limits!

Interviewer/Coach Name:

Employer:

Interviewer contact telephone number:

Allegations - All allegations, suspicions and complaints must be taken seriously. It is better to act on concerns than to ignore them.

Ensure that you make notes of the following (**however, do not ask any leading questions**).

Date:

Time:

Name of apprentice:

Apprentices contact telephone number:

Nature of alleged abuse or incident:

Account of the allegation and any injuries observed (do not ask to see any injuries that are not obvious).

Date and time of the incident – as accurate as can be recalled:

Where the incident took place, if volunteered:

The action you have taken (if any):

Now refer this information to your Designated Safeguarding Lead who will take follow up action. If they are unavailable, refer to the contacts within the Safeguarding Policy.

Date, time and to whom referred:

Note: If you feel distressed as a result of your discussion, please contact your line manager to discuss a confidential debriefing or to arrange counselling support.