



Safeguarding Appendix 1

Report Form

Responding to an incident, disclosure or suspicion of abuse

Staff member	
Name:	
Date:	Date of concern/incident:

Action 1: Emergency

If anyone is in immediate danger call 999 immediately

Personal details (child or vulnerable adult)		
Name:	Gender:	Date of birth:
Address (if known):		
Parent/carer name/s:		
Parent/carer contact:		
Other contacts eg. School/support worker:		
Any other notes:		

Action 2: Reporting

Details of the incident, disclosure or suspicion

Grounds for your belief that a child has been, or is at risk of abuse

Indicators or instances which led you to believe that a person(s) are subject to abuse, or at risk of abuse:

Detail any disclosures or incidents or suspicions (including names, times and dates documenting their exact words as far as possible). Include specific detail here on what led you to form a reasonable belief that a child has been, or is at risk of being abused.

Any physical indicators of abuse:

Any behavioural indicators of abuse:

Any patterns of behaviour or prior concerns leading up to an incident, disclosure or suspicion:

Details of persons alleged to have committed the abuse (if known)

Name:

Gender

Date of birth:

Relationship to child:

Address:

Contact details:

Reporting to authorities

Tick the authorities you have reported to:

- Children's social work
- Adult social care
- Local authority designated officer
- Other
- Decision not to report

If you've decided not to report, list your reasons here.

Provide details of your internal discussions with the above organisations:

Date:

Time:

Authority:

Outcomes from the report:

Action 3: contacting parents/carers

Actions taken

Provide details of your discussion with parents/carers (if appropriate):

Have you sought advice from Leeds Children's Social Care/Adult Social Care?

- No
- Yes

Is it appropriate to contact parent/carer

- No
- Yes

List reasons if it is not appropriate to contact parent/carer:

If contacting parent/carer, provide the following details:

Name of staff member making the call:

Name of parent/carer receiving the call:

Discussion outcomes:

Action 4: providing ongoing support

See action 4 of four critical actions for schools: responding to incidents, disclosures and suspicions of child abuse

Planned actions

Include detail on what follow-up actions have occurred to support the child/vulnerable adult:

Follow up actions

Process of review

Complete this section between 4-6 weeks after an incident, suspicion or disclosure of abuse with the staff team.

This will support you and your team to continue to protect children/adults in your care and to reflect on your processes and the need for any follow-up action.

Safety and wellbeing

Current safety and wellbeing of the child/vulnerable adult

Is the child/vulnerable adult safe from abuse and harm?

- No
- Yes

If not consider the need to make a further report

Does the child/vulnerable adult have any wellbeing issues that are not currently being addressed?

- No
- Yes

If so, consider how these can be addressed

Current wellbeing of others who may be impacted by the abuse

Are there any other children/vulnerable adults who may be impacted by the abuse?

- No
- Yes

If so have their wellbeing needs been met

- No
- Yes

If so, consider how these can be addressed and captured within a student support plan

Current wellbeing of impacted staff members

Does the staff member who made the report/ witnessed the incident, formed a suspicion or received a disclosure require any support?

- No
- Yes

If so has this been received?

- No
- Yes

Review of actions taken

Have staff followed the four critical actions?

Was an appropriate decision made in relation to when to act?

- No
- Yes

Could the suspected abuse have been detected earlier?

- No
- Yes

Action 1

Did HPS take appropriate action in an emergency?

- No
- Yes

Action 2

Was a report made to the appropriate authorities and internally?

- No
- Yes

Were subsequent reports made if necessary?

- No
- Yes

Action 3

Did HPS contact the parents/carers asap?

- No
- Yes

Action 4

Have any complaints been received?

- No
- Yes

Have the complaints been resolved?

- No
- Yes