

The St Mary's Pre-school
SAFEGUARDING



6.1b Safeguarding incident reporting form

THE ST MARY'S PRE-SCHOOL, SOUTH HOLMWOOD, RH5 4JX

Name of person reporting:	Name of Designated Safeguarding Lead:
Job title:	Job title:

- 1. Date of concern** – when observation, event, disclosure was made.
- 2. Nature of concern** - in the space below describe what was observed, using a body diagram, if necessary.

Impact: what are your main concerns?

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Please advise in your words, what happened, when and where, what did you see or hear and where you were in relation to the alleged incident.

Signature of person completing the form _____

Hand this form to your setting's designated safeguarding lead; discuss your concerns and agree what action is to be taken and when it will be reviewed.

Outcome decisions/actions to be taken (Tick all that apply)

- No further action
- Offer support (provide details)

- Continue to monitor (detail what, who by and until when)

- Referral/signposting/advice/guidance to be offered by setting (provide details)

Signature of Designated Safeguarding Lead: _____

Date completed: _____

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