

6.1c Confidential safeguarding incident report form

(for allegations made against staff)



NEW CASE or UPDATE

(cross out to show correct option)

Section A Completed on the day of the incident by the designated safeguarding lead. As additional information becomes available this form is updated and re-sent. Updates with 'Update' in email heading, continue until the case/incident is resolved. It is important that additional fact-finding reports are included with this form. It is the designated person's responsibility to carry out a thorough fact finding of the incident in line with procedure 6.1 Responding to Safeguarding or Child Protection Concerns. It is the Designated Safeguarding Lead's responsibility to complete additional detail as indicated.

Date & time of report: _____

Name of provider and Ofsted EY Number:

The St Mary's Pre-school EY558484

Manager's name: _____

Date and time of incident: _____

Child's full name, age, gender and date of birth:

Safeguarding Incident, does this relate to: (put a cross against most relevant)

a) a safeguarding incident in the setting, e.g. child left unsupervised

b) other

Give a full and detailed description of the incident and background information

Date and time LADO informed, and advice/instructions given by LADO with date provided:

Date and time Trustees consulted, prior to informing Ofsted: _____

Date and time Ofsted informed: _____

Date and time parents informed: _____

Provide details on other persons/agencies informed of the incident (including the designated person on the day of the incident, and note method of communication i.e. telephone, e-mail)

Planned next steps/actions

Any implications for communications i.e. press enquiries or parents enquiries, complaints etc (if known)

Issues for registration, insurance, and any other potential legal issues (if known)

Trustees consider HR implications (e.g. disciplinary or grievance actions (if known))

Update (brief details and date)

Update (brief details and date)

Update (brief details and date)

Report completed by: _____

Section B – to be completed by the Designated Safeguarding Lead when the necessary information is available.

Follow up action (if required), e.g. risk assessments, staff training

Report of Investigation (Full and detailed report of the circumstances and outcome of the investigation. If a disciplinary hearing is held record date and outcome)

Outcome of Risk Assessment:

List areas at risk and how the risk has been mitigated. Has the risk assessment changed the practise of the staff or setting?

What has been learnt from the incident? (What should have been done/could have done, are procedural changes needed?)

Section C to be completed by the Trustees.

Follow up actions:

Learning to be cascaded across the organisation. How will this be done, by who and when?

Date to be reviewed: _____

Date case closed: _____

To be completed by manager where necessary

Please record any follow-up action taken, where relevant:

Manager signature: _____

Date: _____

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