

Chalgrove Youth Club

INCIDENT FORM



Any allegation, complaint or suspicion of abuse should be recorded as near to the time of the incident as possible.

Forms should be kept in a secure place where access is very limited and in compliance with guidelines on confidentiality.

The following section is to be completed by the Youth Worker running the session

Date & time of the incident	
Name of person/persons involved	
Name of person completing form (Youth Worker)	
Details of what happened <i>(try and reflect language used, where a disclosure has been made by the young person / people)</i>	
What action was taken	
Who you reported to (Safeguarding Officer or Police)	

The following section is to be completed by the Safeguarding officer

Was further action taken <i>If no referral to a statutory agency (Police, Hub) was made, please state reasons</i>	
Safeguarding Officer Signature & Date	