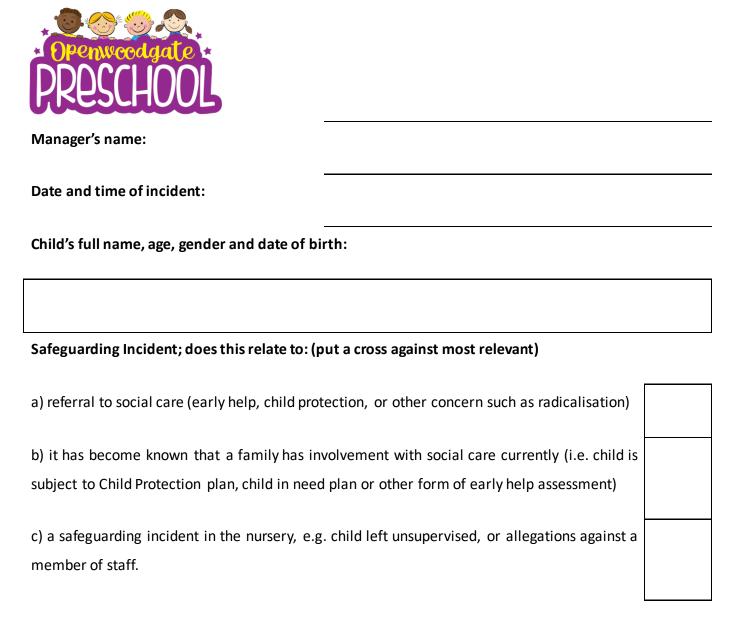


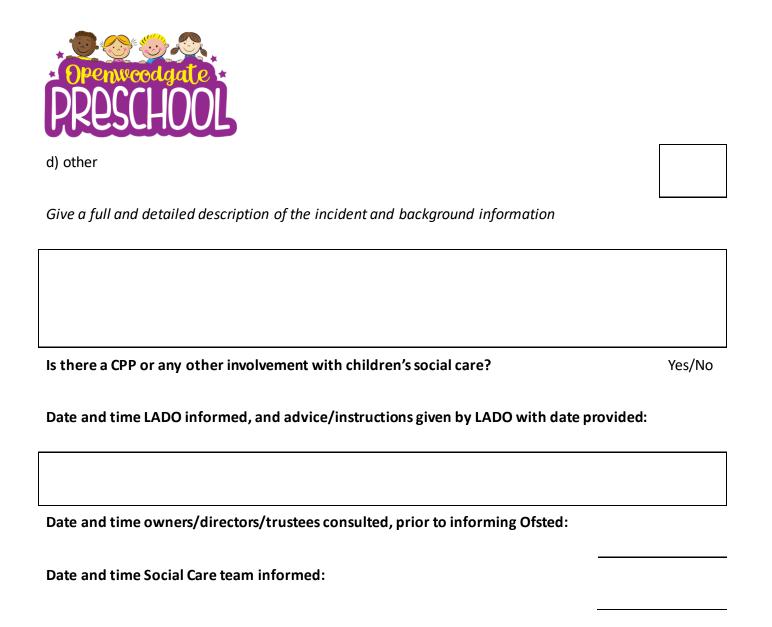
## 06.29b Confidential safeguarding incident report form

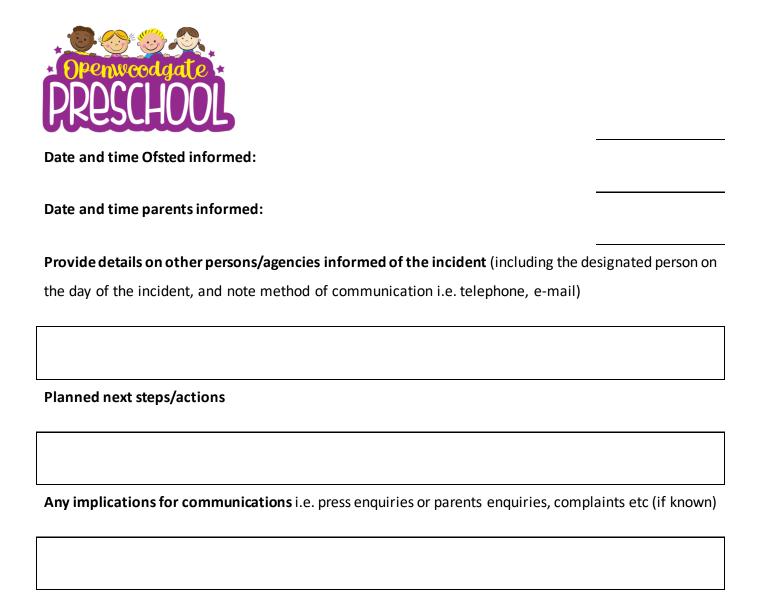
New case or Update (cross out to show correct option)

Section A Completed on the day of the incident by the designated person and emailed immediately with 'New Case' email heading, as an encrypted document to designated officer. 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 06.1 Responding to safeguarding or child protection concerns. It is the designated officer's responsibility to complete additional detail as indicated.

Date & time of report:	
Name of setting and Ofsted EY Number:	

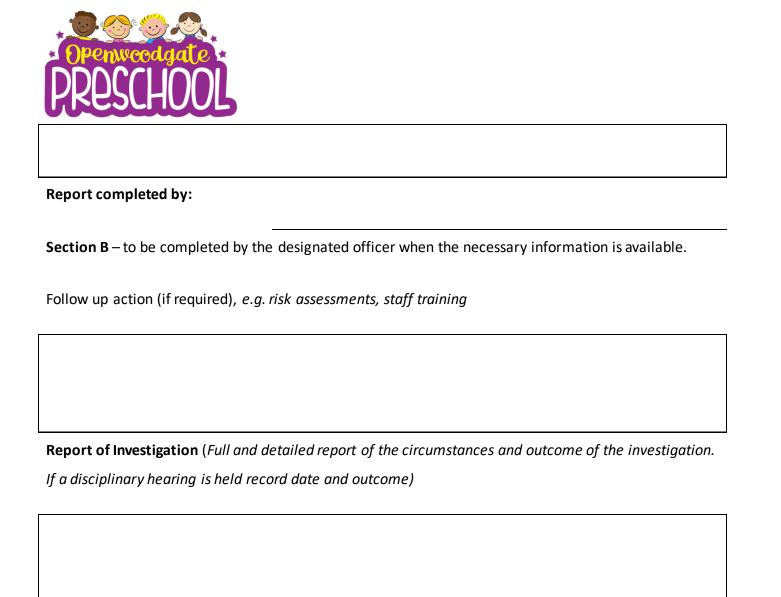








Issues for registration, insurance and any other potential legal issues (if known)	
Owners/directors/trustees considers HR implications (e.g. disciplinary or grievance actions (if known))	
Update (brief details and date)	
Update (brief details and date)	
Update (brief details and dat)	





## **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 designated officer and owners/directors/trustees.
Follow up actions:

