

**Safeguarding Incident Reporting Form 1:**

**reporting concerns about a child/young person/vulnerable adult**

Please use this form to summarise the safeguarding concern you have been involved with. This form should be used to report a concern about a child, young person or vulnerable adult. Please see Form 2 for reporting concerns about a WellChild member of staff, volunteer or associate.

This form will be used as a front cover so that we can see a summary of concerns and any actions. This will be attached to the front of any relevant e-mails, correspondence, and written records of telephone calls in relation to this concern.

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| ***Please complete as much information as you can*** | | |
| **Your name** |  |
| **Your job title**  **(if WellChild employee only)** |  |
| **Your team and line manager**  **(if WellChild employee only)** |  |
| **Your email address** |  |
| **Your contact telephone details** |  |
| **Date of reported incident or concern** |  |
| ***Summary of the incident or concern.***  ***Please include where possible the following information.*** | |
| **Have you got concerns about a Child/Children?** | Yes/No |
| **Have you got concerns about a vulnerable adult?** | Yes/No |
| **Name of parents/Carers/Adults of concern.** |  |
| **Please provide any contact details (including Address, Email, Tel No)?** |  |
| **Name and age of any children involved?** |  |
| **Date of Birth of child (if known)?** |  |
| **Details of other children in household (if known)?** |  |
| **Nature of contact (e.g. telephone, face to face etc)?** |  |
| **Please provide details of the concern being reported.** | |
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| **Was there an immediate risk?** | Yes/No |
| **Did you call the police?** | Yes/No  If yes, please share any relevant details: |
| **Have you reported to any other external agency/agencies? E.g. Social services, NSPCC, Child Line.** | Yes/No  If yes, please share relevant details: |

Please complete this form and return to [safeguarding@Wellchild.org.uk](mailto:safeguarding@Wellchild.org.uk)