

# Safeguarding Case Log and Incident Reporting Form



## PART 1: INCIDENT REPORT

*Details of person(s) affected (if more than two, copy the table below as many times as necessary)*

### PERSON 1:

Name:		Gender:		Date of Birth:	
Address, including postcode:					
Contact details (including phone, e-mail if any):		Next of Kin (name and contact details):			

### PERSON 2 (IF ANY):

Name:		Gender:		Date of Birth:	
Address, including postcode:					
Contact details (including phone, e-mail if any):		Next of Kin (name and contact details):			

## Stage 1 – Managing the Alerting Process

Brief details of alleged abuse, etc.:	
Alleged perpetrator(s) and status (e.g. staff, tutor, contractor):	
Concern / allegation / disclosure originated by:	
Date and time of concern / allegation / disclosure :	
Policy / Procedure under which the matter originated:	<i>e.g. Complaints, Grievance, Health &amp; Safety, Accident and Incident Reporting</i>

Date alerted to local Safeguarding authority:		Name and contact details for Safeguarding authority:	
If the police have been informed, who informed them and when?		If the police have given a crime reference number, state it here:	
If a protection plan has been put in place, give brief details:			
If protection plan has included staff suspension or other action affecting staff, give brief details:			
Date of informing Directorate Team:		Date this form first sent to Safeguarding Lead Officer:	
<b>SAFEGUARDING CASE NUMBER</b> (issued by Safeguarding Lead):			

## Stage 2 – Post-Referral Liaison with External Agencies

Is the Safeguarding authority managing this as a formal Safeguarding case?	YES <input type="checkbox"/> or NO <input type="checkbox"/>
<p><i>If <b>NO</b>, fill in the two sections (highlighted green) below (and update the chronology) and submit this form to the Safeguarding Lead Officer.</i></p> <p><i>If <b>YES</b>, continue with the remainder of this form below the two (green) sections below.</i></p>	
<p>If <b>NO</b>, is any further action needed by <b>IRIE!</b>?(give details if this is the case):</p> <p>[For example, the Safeguarding Authority may have requested an update, and/or a disciplinary investigation may still be required.]</p>	
<p>If <b>NO</b>, on what date did the Safeguarding authority state this?</p>	<p><b>Note: This normally becomes the date of closure of the case for the Safeguarding Case log. Ensure this form is sent to the Safeguarding Co-ordinator immediately so that the closure can be logged.</b></p>
<p>If a Strategy Meeting is to take place, give details here:</p>	
<p><i>(Whether or not a Strategy meeting has taken place)</i></p> <p>Has the local Safeguarding authority confirmed it is in order for IRIE! to conduct an <u>internal</u> investigation?</p>	YES <input type="checkbox"/> or NO <input type="checkbox"/>

Who gave this confirmation...	
...and on what date?	
	<i>If an internal investigation (only) is to take place, now go to Stage 3 below.</i>
If an <u>external</u> investigation is to take place, who (which agency and any named person(s)) will conduct it?	
Contact details of external investigating agency:	
	<i>Provide updates of external investigation in the Chronology Log</i>

### Stage 3 – Internal Investigation

Investigating Officer Name:		Job Title/Role	
Date investigation brief agreed:		Date investigation commenced:	
Date investigation completed:		Date completed report sent to :	

### Stage 4 – Actions, outcomes and closure

Brief summary of outcome of investigation (internal and/or external):	
Outcome of any disciplinary hearing(s) (and any appeals):	
What feedback (and on what date) has been given to the local Safeguarding Authority (and any referring / funding authority)?	
Has any protection plan now ceased or are some aspects to continue (give brief details):	YES <input type="checkbox"/> or NO <input type="checkbox"/>
Any action plans to be carried out as a result of learning from this case (give brief details). <i>This may include further support of people affected, staff training and supervision, etc.</i>	YES <input type="checkbox"/> or NO <input type="checkbox"/>
Has the Safeguarding authority now closed the Safeguarding case? Give the date of receiving confirmation of the closure.	YES <input type="checkbox"/> or NO <input type="checkbox"/>
<b>Note: This becomes the date of closure of the case for the IRIE! Safeguarding Case log. Ensure this form is sent to the Safeguarding Lead Officer immediately so that the closure can be logged.</b>	

## Stage 5 –Referral to DBS – Children / Adults Barred List (where applicable)

Person who submitted referral:	
Date referral sent:	
Date and details of acknowledgment by DBS:	

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## Part 2: Safeguarding Case Chronology Log

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