

## 06.1c Confidential safeguarding incident report form

### New case or Update

**Section A** Completed on the day of the incident by the designated safeguarding lead and emailed immediately with 'New Case' email heading, as an encrypted document to a 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 responsibility to complete additional detail as indicated.

**Date & time of report:**

**Name of provider and Ofsted EY Number:**

**Manager's name:**

**Date and time of incident:**

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

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

a) referral to social care (early help, child protection, or other concern such as radicalisation)

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b) it has become known that a family is involved with social care currently (i.e. child is subject to Child Protection plan, child in need plan or other form of early help assessment)

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c) a safeguarding incident in the setting, e.g. child left unsupervised, or allegations against a member of staff.

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d) other

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

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**Is there a CPP or any other involvement with children's social care?**

Yes/No

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

**Date and time owners/directors/trustees consulted, prior to informing Ofsted:**

**Date and time Social Care team informed:**

**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)

**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 date)

**Report completed by:**

**Section B** – to be completed by the designated officer 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 designated officer and owners/directors/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: