

# Youth Link: NI

## Safeguarding Report Form

1. Date of Incident:

2. Personnel Involved:

<b>Staff/casual worker/volunteer/ details</b>	
Name:	
Position:	
<b>Child's details if applicable</b>	
Name:	Date of birth:
Address:	
Parents / Carers names:	
Address:	

3. Nature of Incident: DISCLOSURE/CONCERN OR ALLEGATION

4. Record of what was said/reported/observed (use additional paper, as required)

If recording a disclosure, try and keep the process friendly rather than formal as you want the child to feel as comfortable as possible during this stressful process. When talking to a child do not ask leading questions but rather record what has been said. This form should be completed immediately after a disclosure/concern/allegation has taken place.

--

**5. Action taken:**

Reported to Designated Officer	Yes / No
Name of DO:	
Details of advice given:	
Details of Actions agreed:	

Signed by Staff Member, Volunteer or Casual Worker: \_\_\_\_\_

Date: \_\_\_\_\_

Signed by Designated Officer: \_\_\_\_\_

Date: \_\_\_\_\_

A copy of this form should be kept in a secure place by the Designated Safeguarding Officer

