06.1cConfidential 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 safeguarding lead and emailed immediately with 'New Case' email heading, as an encrypted document to a designated officer/line manager. 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/line manager 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:

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

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

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/carers informed:

Provide details on other persons/agencies informed of the incident (including the designated safeguarding lead 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/carers enquiries, complaints etc (if known)

Issues for registration, insurance, and any other potential legal issues (if known)

Owners/directors/trustees consider 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/line manager/childminder agency 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: