

Safeguarding - Incident Report Form Ref: _____

This form is to be used to record incidents or safeguarding concerns (such as abuse or neglect) for children, young persons and vulnerable adults. It is important that the Textile Centre maintain records for our own systems and to pass to local safeguarding agencies and/or Police.

Designated Safeguarding Lead Richard Woodhead – richardwoodhead@textile-training.com

Deputy Designated Safeguarding Lead Pete Charlesworth- petecharlesworth@textile-training.com

Tel 01484 346500

Name of child, learner or vulnerable adult. Full contact details if possible. Include name of company if a learner on placement or other learning

Concern or incident – Please give as much detail as possible

Date, time and location: (Please be as specific and accurate as possible)

Action taken

Follow up from Safeguarding Coordinator

Continue on extra sheets if needed

Person raising the incident Name (print)

Signature:

Date:

SL/DSL Name (print):

Signature:

Date:

Managing director Name (print):

Signature:

Date:

Training director Name (print):

Signature:

Date:

A copy of this is to be retained by the Safeguarding Lead or Managing Director.