**Safeguarding – Incident Report Form, v02 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.

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| **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** |
| **Date, time and location** |
| **Action taken** |
| **Follow up from Safeguarding Coordinator** |

**Continue on extra sheets if needed**

**Name (print): Signature: Date:**

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