



## **SAFEGUARDING REPORT FORM**

**To be used to record and/or report an injury, incident, concern or complaint**

Your name, address, phone number, e-mail	
What are you reporting?	1. An accident or injury or an incident 2. A concern or a potential risk/concern raised by someone else. 3. A complaint or Other (please state)
1.For an accident or injury or incident	Please give details including time/dates, location, who was involved:
2.If reporting a concern	Give full details: name of child and the nature of your concern. Has the concern been raised by someone else?
3. If reporting a complaint or other matter	Who is making the complaint? What is the complaint?
If possible, provide a witness statement	Name of witness Contact details
Have parents/guardians been notified? Yes/No	If yes, please give details
What action has been taken?	