

Safeguarding Coordinator's Disclosure Reporting Form

This form is confidential

Note: Disclosures of abuse should be recorded as close to the time of the incident as possible. Please include as much detail as possible and record all information concisely. Record the disclosure verbatim. Do not try to interpret.

Event/premises

Role at event/premises:

Contact details:

1. Details of incident:

2. Action taken (if no action was taken, state reasons)

3. Who did you report the incident to (give names and contact details):

a) Outside agencies

b) Parents/guardians

c) Other – state within or outside the organisation

4. Any other relevant information:

5. Outstanding tasks, who responsible and timescale:

Signed:

Date:

Time:

This form should be stored in a secure place and considered in relation to the guidelines on confidentiality.

All notes made at the time should be kept with this form.