



THE KEW SOCIETY (TKS) SAFEGUARDING INCIDENT AND CONCERN FORM

To be completed by the person reporting the concern.

Please write the information you know.

About You

Your name:

Your connection to TKS:

Date and time of writing this report:

Date and time of incident:

Location of incident:

About the child or adult at risk

Name:

Age:

Description:

.....

.....

About the parent / responsible adult

Name:

Telephone number:

Home address:

Description:

.....
.....

Who has been informed in The Kew Society?

Signature Date

About the incident

What happened?
.....

Where did it happen?
.....

Who was there?

Was anyone hurt?

Who have you told?

Have you spoken to the child or adult at risk?

What did you say?
.....

Have you spoken to the responsible adult?

What did you say?
.....

Send this report to Diana Ormond via email on dmormond@gmail.com, marking it confidential. Report to be stored in a secure location by Diana Ormond on behalf of The Kew Society. Hard copies must be shredded.

Receipt of safeguarding incident and concern form

To be completed by Designated Safeguarding Lead (DSL) Diana Ormond on behalf of The Kew Society

Name of DSL:

Date:

Time and date incident reported:

Action taken:

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Who has this information been shared with?

What referrals have been made?

Reasons for actions:

Signature Date

Form to be stored by the DSL in a secure location and any hard copies must be shredded.

Debrief of incident or concern

To be completed by the DSL for The Kew Society

Name of DSL for The Kew Society completing debrief:

Date of debrief:

Action taken following initial report:

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Has the wellbeing of the child or adult at risk been checked?

Give details:

.....

Has the wellbeing of the reporting individual been checked?

Give details:

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Learnings from this incident?

.....

Date further actions were implemented:

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Signature: **Date:**