

Incident Reporting Form

The purpose of this form is to gather information from the point of the referral or when a concern is raised. Information should be accurate and as detailed as possible. It is used typically to inform the response process and is usually completed by the Focal Point.

TICK	Critical Information	Guidance
✓	Nature of the concern/allegation	Physical Sexual Emotional Neglect
✓	Personal information known about the victim/survivor	Name; Date of Birth; Sex etc.
✓	Contact information know about the parent/carer if relevant/known	Name, Address, Contact information if they are aware of the incident.
✓	Information about the subject/s of the complaint	Name, role or relationship with the organisation, address, contact information etc.,
✓	Incident details	Details of the report/ allegation /incident or concern/s including names, dates, observations of behaviour, injuries if known and any information about the victim's account or that of any witness account of incident.
✓	Any advice sought	Information about who else has been informed and any advice given.
✓	Other organisation involvement	Other organisations involved with the victim/survivor e.g. school, activity group, referral to police or any other organisation.
✓	Action taken	Record any action taken or advice given, e.g., any advice to victim/survivor to get medical treatment etc.,
✓	Declaration	Name, organisation, role, contact information, date and signature of person filing the report.

Additional Notes

