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**Incident Report**

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| Service Name | Cherry Tree Avenue |
| YP Name | Dylan Young |
| Date | 28/12/2024 |
| Time | 21:30 and 23:00 |
| Staff Completing this form | Benjamin Ugwuanyi |
| Other Person involved in Incident / witness |  |
| Incident Reference Number |  |
| Safeguarding | **Yes** / No |
| Police Reference Number if applicable | 29-0040 |

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| **Antecedent:** (what happened before the incident, Who, Where, What, When)  *At approximately 21:30 and 12:30 on December 28th, 2024.* |

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| **Behaviour:** (Details of what happened, please remember to only include facts)  *First at 21:30 when Dylan returned home, he told me that he kept his key on top of the staff fridge when he was leaving for Xmass celebration. we checked the Key and could not find it. I even called the staff that were on shift yesterday and two days ago to know is they see the key, but none accepted to have seen the key. Whilst I was still stipulating on what to do about it, I started hearing banging on the Dylan young door. I went there and saw that he has broken his door. I asked him why; he said he must get inside his room as he has lost his key.*  *In addition, at around 10:00 when I was checking on the YPs to know if they are home. When I nock at DY door, he was very rude at me. He said I should work out of his with haste. I quietly left his door.*  *Secondly at about 12:30, I found out that DY is not in his room and frankly he sneaked out of the placement because I did not know when he went out after checking on them at 10:00. I reported him missing to the Police and the Kent Out hour.*  *Here is the police reference number: 29-0040*  **Outcome:** (details of what was done straight after incident) |

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| **Plan following Incident:** (please include details of what you will do next and any action that will need to be completed to resolve incident) |

**Staff Name:** Benjamin Ugwuanyi **Signed:** BEN **Date:** 28/12/2024

**Manager reported to:** **Time:** **Date:**

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| **Managers Conclusions and outcome.** |

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| Is this incident a Safeguarding | Yes / No |
| Is a Debrief required for YP & Staff | Yes / No |
| Has this been reported to social worker | Yes / No |
| Has this been reported to the police | Yes / No |
| Has this been reported to ‘out of hours’ | Yes / No |
| Do any considerations need to be made to the Rota? | Yes / No |
| Risk assessment to be updated / reviewed | Yes / No |
| Support Plan to be updated / reviewed | Yes / No |
| Have details been saved to profile | Yes / No |
| Password protect and / read only added | Yes / No |
| Any other considerations (if yes add below) | Yes / No |

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| Any other Comments: |

Manager Name: Manager Signature: Date: