



Child Welfare Significant Incident Form

Version 0.1, last revised 06 May 2021

When to use this form

Any significant, untoward or unusual incidents which cause concern about the welfare of a child should be recorded on the **Significant Incident Form** and reported to the Prewired Child Protection Officer cpo@prewired.org as soon as possible.

Where there are concerns that the parents/carers may be responsible for or have knowledge of the abuse, sharing concerns with the parents/carers may place the child at further risk. In such cases advice must always firstly be sought from the police or social work services as to who informs the parents/carers. Where the concern does not involve the possibility of abuse, worries may be discussed with parents/carers.

Please read through the **Dealing with Incidents** document found on the **Prewired Policies and Procedures** drive for more information, currently found here:

https://docs.google.com/document/d/1ebd9aui9clD5mt8RYWbNZ89G44_Kcq-b/edit

More information on reporting child abuse is available from the Scottish Government, here: <https://www.mygov.scot/report-child-abuse>

What information to capture

Attempt to record as much information as soon as possible using the form below. The following information will help the police and social workers decide what action to take next.

Depending on the situation and concern, not all fields will be applicable. Advice should be sought from the Duty Mentor and / or Prewired Child Protection Officer if there is any uncertainty about the appropriate course of action where there are concerns about the general welfare of a child.

This form will guide you through capturing:

1. Contact details
2. Incident details
3. The child or witness account
4. Description of any visible injuries or bruising
5. Details of any witnesses
6. Details of anyone who has been consulted

1. Contact details

Child details	
Name	
Age	
Date of birth	
Home address	
Telephone number	
Parent / carer / guardian organisation	
Name	
Relationship to child	
Home address (if different)	
Telephone number	
Have the guardians been informed? If no, why not?	
Your own details	
Name	
Affiliation / role	
Telephone number	
Are you making this report based on your own concern, or the concern of another person? Who?	

2. Incident details

What is the nature of the concern? E.g. abuse at home, sexual assault
When did the incident(s) happen?
Where did the incident(s) happen?
Who was involved?
Who knows about what happened?

3. The child or witness account

If possible, record the child or witness' account of what happened and how any injuries occurred using the child or witness' own words. You may also record their views on the situation:

4. Description of any visible injuries or bruising

A description of any visible (when normally dressed) injuries or bruising, behavioural or indirect signs. **Do not physically examine the child.**

5. Details of any witnesses

Such as name, contact information, how they are involved and their relation to the child:

6. Details of anyone who has been consulted

Please provide the details (e.g. contact information, affiliation, relationship) of anyone who has been consulted and the information obtained from them:

How to submit this form

If completing this form digitally:

Print a copy of this form and pass it directly to [social services](#) or the police as soon as possible, and email a copy directly to cpo@prewired.org, then **erase it from your device**.

If completing this form physically:

Complete this form and pass it directly to [social services](#) or the police, and the Prewired Child Protection Officer as soon as possible.

Date	
Signature	