



Lanesfield Primary School

Child Protection

Incident Report Form

Date and Time of Incident:

Location and Time of Incident:

Pupil Concerned:

Overview of incident or conversation:

Form Completed by:

Witnesses;

Signature of person reporting:

Date Nurture watch noted:

Action Taken

Designated Safeguarding Lead Actions:

Child seen?

Yes ()

No ()

By Whom?

Details:

Child Spoken to?

Yes ()

No ()

By Whom?

Details:

Social Worker Contacted

Yes ()

No ()

By Whom ?

Date:/...../.....

Time:

Name of Social Worker:

Police Informed

Yes ()

No ()

By Whom?

Date:/...../.....

Time:

Name of Officer/s:

Parents Informed

Yes ()

No ()

By Whom?

Date:/...../.....

Time:

Further Details / Actions:

Permission gained to go home

Yes ()

No ()

By Whom?

Authorised By: