



**Incident/Disclosure Form**

All allegations, complaints or suspicions of abuse should be recorded as close as possible to the time of the incident. Details of incidents should be recorded in as much detail, and as accurately as possible. Any disclosures of abuse made by children and young people should be what was actually said. Do not try and interpret any of the information. Just record what was said or witnessed.

The completed form should be passed to the designated officer for child protection in WTGF. This person is named in the WTGF Child Protection Policy.

Your name:	Your position:
Your place of work:	Contact 'phone number
<b>Child's details:</b>	
Name:	
Address/'phone number:	
Age and date of birth:	

Other relevant details about the child: e.g. family circumstances, physical and mental health, any communication difficulties:
Parent/guardian/carers details:
<b>Details of the allegations/suspensions:</b>
Are you recording: <ul style="list-style-type: none"><li>• Disclosure made directly to you by the child?</li><li>• Disclosure or suspicions from a third party?</li><li>• Your suspicions or concerns?</li></ul>
Date and time of disclosure:
Date and time of incident

Details of the allegation/suspicions. State exactly what you were told/observed and what was said. Use the persons own words as much as possible – (securely attach more paper if necessary)

