

**The Harmony Project Child Protection and Vulnerable Adults Safeguarding Policy,
Procedure and Guidelines**

Appendix A: Incident Report Form

Name of child or adult at risk	
Age and date of birth	
Parent/teacher/carer's name	
Any relevant medical issues	
Home Address (and telephone no. if available)	
Holiday Address details	
Are you reporting your own concerns or passing on those of somebody else? Give details.	
Brief description of what has prompted the concerns: include dates, times, place etc. of any specific incidents	
Any physical signs? behavioural signs? Indirect signs? Have you spoken to the child or adult at risk? If so, what was said?	
Have you spoken to the parent/teacher carer? If so, what was said?	
Is anyone identified as the alleged abuser? If so, give details	
Have you consulted anybody else? Give details	

Your name and position: _____

To whom report made and date of reporting: _____

Signature: _____

Today's date: _____