



The Harmony Project Safeguarding and Child Protection Policy 2026

Annex D: Safeguarding Incident Record *updated by Clare Long 25/02/25*

- What was observed
- What was heard
- What was disclosed/ said to you
- Date incident took place
- Time incident took place
- People involved
- Location
- Sign and date record

Case number	Name & Signature	Date of incident	Place	Time	Detail of incident incl people involved	Incident reported by (name, contact details)	Action (THP formal response)	Outcome	Follow-up
SG001									
SG002									
SG003									

Top Tips:

- ✓ Enter factual information such as times, dates, names, and any witnesses.
- ✓ Include how information was obtained i.e. face to face, telephone etc.
- ✓ Record must be clear and accurate recording what was said in their own words.
- ✓ Be objective and professional being clear if you give your own opinion.
- ✓ Include contact details i.e. telephone numbers, email addresses.
- ✓ Document what actions were taken to safeguard the individual(s).
- ✓ Document what decisions were considered and made.
- ✓ If writing the information, use a black pen if possible and ensure your writing is legible, using a clean blank sheet of paper.
- ✓ Keep the document for future reference.
- ✓ Record how you sought an adults consent and their response.
- ✓ Record the young persons mental capacity and understanding.
- ✓ Document the impact of the incident on the person and how they presented emotionally and physically.
- ✓ If sought advice include full details-who spoke to, what was discussed and the outcome of discussion.



Consent

An adult may not consent for information to be shared and this should be recorded with their reasons. Your school/college should have a policy and procedure that sets out what needs to happen in this circumstance. You are responsible for passing on the concern to the appropriate qualified person who will make the decision whether to override the need for consent

They must report if there is a: 1.-public interest to intervene for example not acting will put other adults or children at risk of harm
2.-a public duty of care to intervene for example a crime has been or may be committed.

If you feel someone is in imminent danger and needs either police or medical attention you must contact the relevant emergency services.

If a general member of the public or friend wants to raise an alert then this can be done without consent.

Capacity

The Mental Capacity Act 2005 provides a statutory framework in England and Wales to both empower and to protect people who may lack capacity to decide for themselves. During the safeguarding process there may be decisions that the young person cannot make for themselves. A suitably qualified professional should assess the young person's capacity and if they are deemed to lack capacity a best interests meeting should be held. During the assessment individuals who lack capacity to make important decisions may need the support of an independent mental capacity advocate as a legal safeguard under the Mental Capacity Act 2005.

20 Annett Road, Walton-on-Thames, KT12 2JR
info@theharmonyproject.org.uk
www.theharmonyproject.org.uk
@HarmonyOrg UK



External Agencies/Services for referral: Referral should be made within 24 hours even if missing some information.

NSPCC

Police

Social Care

Health Care Professionals

Education Welfare Officers

Multi Agency Safeguarding Hub

Child and Adult Mental Health Service

Local Authority Designated Officer (LADO)