

## Safeguarding Incident Log

**Production:**

**SPOC:**

<b>Date and time the concern was identified or reported</b>	
<b>Who reported it and their role or relationship to the production/event</b>	
<b>Name of the child or adult that the concern relates to, plus their age/DOB</b>	
<b>Address of child or adult that the concern relates to</b>	
<b>Contact details of child's parent/guardian</b>	
<b>What happened?</b> Include: <ul style="list-style-type: none"><li>- The child or adult's own words recorded verbatim where possible.</li><li>- A full account of any questions asked and by whom</li><li>- Location of the disclosure or event, who else was present, and the person's demeanour.</li><li>- Objective description of any injuries</li></ul>	

<p><b>What actions have been taken?</b></p>	
<p><b>Who the concern was shared with? When, why and through what method.</b></p>	
<p><b>Conversations with parents, carers or other professionals (Date/time, summary)</b></p>	
<p><b>Records of agency communication such as BBC, police, local authority etc.</b></p>	

**Name of person completing this log:**

**Signed:**

**Role:**

**Contact details:**

**Date:**

*This record should be stored securely with restricted access controls.*