

# Safeguarding Incident Report Form

This form will be used by Seitou Ryu Instructors to record disclosures or suspicions of abuse. The completed form should be sent to the DSL/Deputy.

Your name	Your position
Dojo Name	Contact phone number
<b>The child/vulnerable adult's details</b>	
Name	
Address/phone number	
Date of birth	
Other relevant details about the child: <i>Eg family circumstances, physical and mental health, any communication difficulties.</i>	
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/suspensions. <i>State exactly what you were told/observed and what was said. Use the persons own words as much as possible (continue overleaf if necessary)</i>	

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Action taken so far:

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Signed

Date