UKWA Child Protection Incident report form

Name of child	
Age of child	
Address of child	
Parents' / carers' / grandparents' name	
Nature of incident, complaint or allegation (continue on separate page if necessary)	
Description of any physical signs (use body map)	
Action taken (continue on separate page if necessary)	
If Police or Children's Social Care Services contacted, name, position and telephone number of person handling case	
Are parents' / carers' / grandparents' aware of the concerns	
Name, organisation and position of person completing form	
Contact telephone number	

Signature of person completing form	
Date and time form completed	
Name and position of organisation's child protection/welfare officer or person in charge (if different from above)	
Contact telephone number	
Details of any other people to whom the above information has been passed on to	

If extra space is needed then go onto the back of the form.

Body Map

Name…….
Designated person completing …….
Date …….
Sign …….