



Appendix 2 To report concerns – for ANY staff member to complete (BABY/TODDLER)

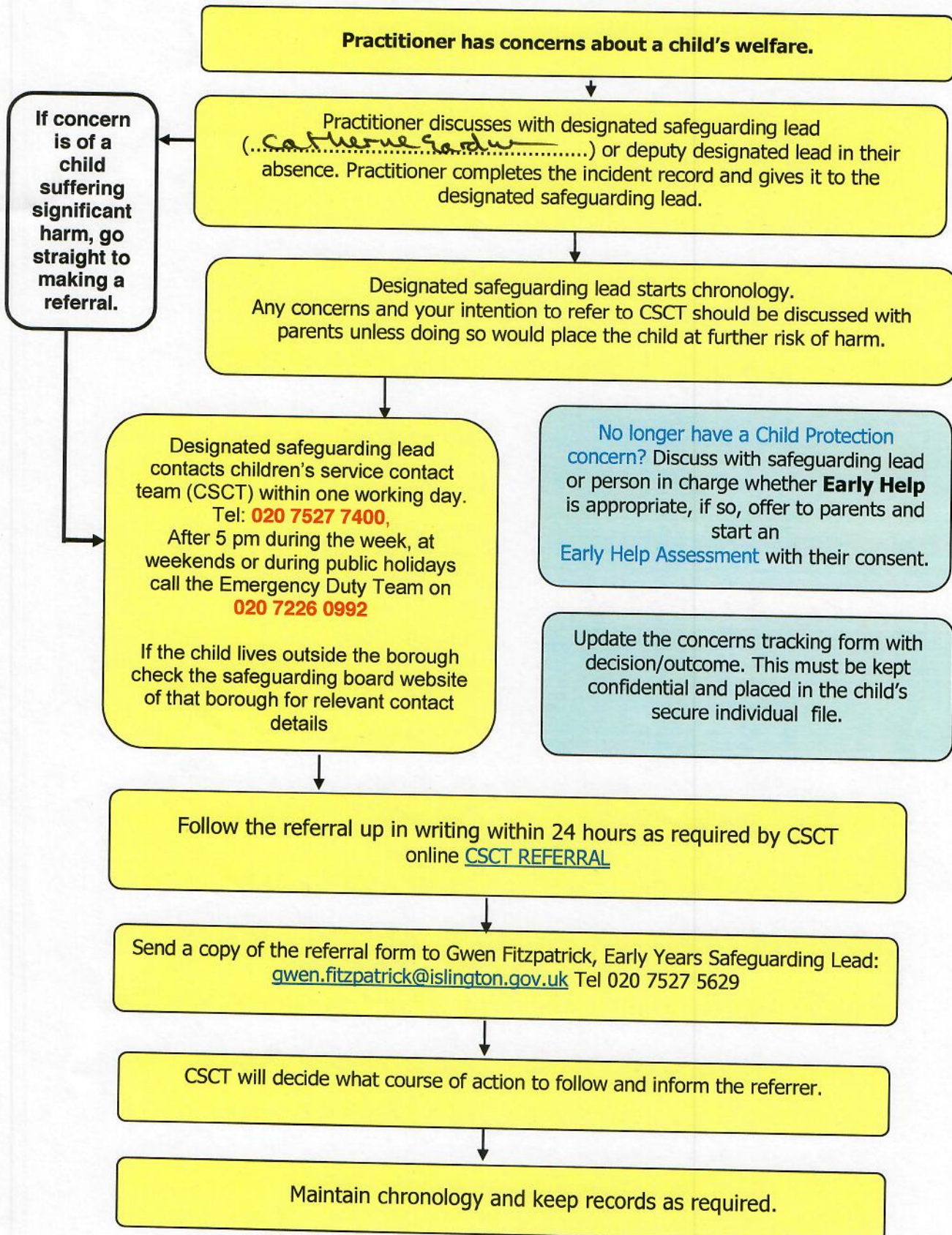
INCIDENT RECORD to record single concerns /incidents	
Child's Name:	
DOB:	
Name of setting:	
Shared with: (only identify who this single incident record is shared with at the time of recording)	Date:
Settings Designated Officer for Safeguarding & Child Protection	
Parent	
Children's Services Contact Team (CSCT) or named SW if one already allocated	
Early Years Safeguarding Advisor	
Details of concern/incident (include detailed factual information only) What have you noticed? Describe any injury and account given by child/parent (if appropriate at time of incident). Use body map overleaf to record injury clearly	
Parents comments	
Action to be Taken (e.g. logged on chronology, reported to manager, referral to other services)	
Name of the settings Designated Officer for safeguarding & child protection on duty at time of incident	
Person completing the incident record	
Print name:	Designation:
Signed:	Date:

- 1) All incidents should be recorded and shared with the settings designated officer for safeguarding & child protection (or identified designated person) without delay
- 2) Incidents can be shared or further advice sought with the EY Safeguarding Advisor including in the absence of the settings designated safeguarding and child protection officer or when there is disagreement
- 3) Incidents can be shared directly with CSCT in the absence of the settings identified designated officer to ensure there is no delay or when there is disagreement



Making A Child Protection Referral

November 2018





Flowchart: Allegations Made Against A Member of Staff
(November 2018)

