

Incident Reporting Form

Logging a concern about a child/young person's safety and welfare

Part 1 Raising a Concern (for completion by the DSL)

Child/young person's Name:	MHF event:
Date and Time of Incident:	Date and Time (of writing):
Name:	
Print	Signature
Role:	
<p>Record the following factually: What are you worried about? Who? What (if recording a verbal disclosure by a young person use their words)? Where? When (date and time of incident)? Any witnesses? Any other relevant information (distinguish between fact and opinion). Previous concerns etc.</p>	
PLEASE ADD BODY MAPS WHERE RELEVANT (available from DSL)	
What is the child/young person's account/perspective?	

Please circle below the level of safety you feel the child/young person has at this time

(0 = currently at risk of harm – 10 = no concerns regarding the child's safety)

1	2	3	4	5	6	7	8	9	10
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Check to make sure your report is clear to someone else reading it.

Body Maps & Guidance

For use when completing the MHF Incident Report Form

Body Maps should be used to document and illustrate visible signs of harm and physical injuries.

Always use a black pen (never a pencil) and do not use correction fluid or any other eraser.

Do not remove clothing for the purpose of the examination unless the injury site is freely available because of treatment.

**At no time should an individual take photographic evidence of any injuries or marks to a young person's person; the body map below should be used.*

Concerns should be reported and recorded without delay to the Designated Safeguarding Lead (DSL), using the MHF Incident Reporting Form:

Michael McGrath MBE – Charity CEO

+44 (0) 7958 463434 / safeguarding@musclehelp.com

When you notice an injury to a child/young person, try to record the following information in respect of each mark identified e.g., red areas, swelling, bruising, cuts, lacerations, and wounds, scalds, and burns:

- Exact site of injury on the body, e.g., upper outer arm/left cheek.
- Size of injury - in appropriate centimetres or inches.
- Approximate shape of injury, e.g., round/square, or straight line.
- Colour of injury - if more than one colour, say so.
- Is the skin broken?
- Is there any swelling at the site of the injury, or elsewhere?
- Is there a scab/any blistering/any bleeding?
- Is the injury clean or is there grit/fluff etc.?
- Is mobility restricted as a result of the injury?
- Does the site of the injury feel hot?
- Does the young person feel hot?
- Does the young person feel pain?
- Has the young person's body shape changed/are they holding themselves differently?

Importantly the date and time of the recording must be stated as well as the name and designation of the person making the record. Add any further comments as required.

Ensure First Aid is provided where required and record.

BODYMAP

(This must be completed at time of observation)

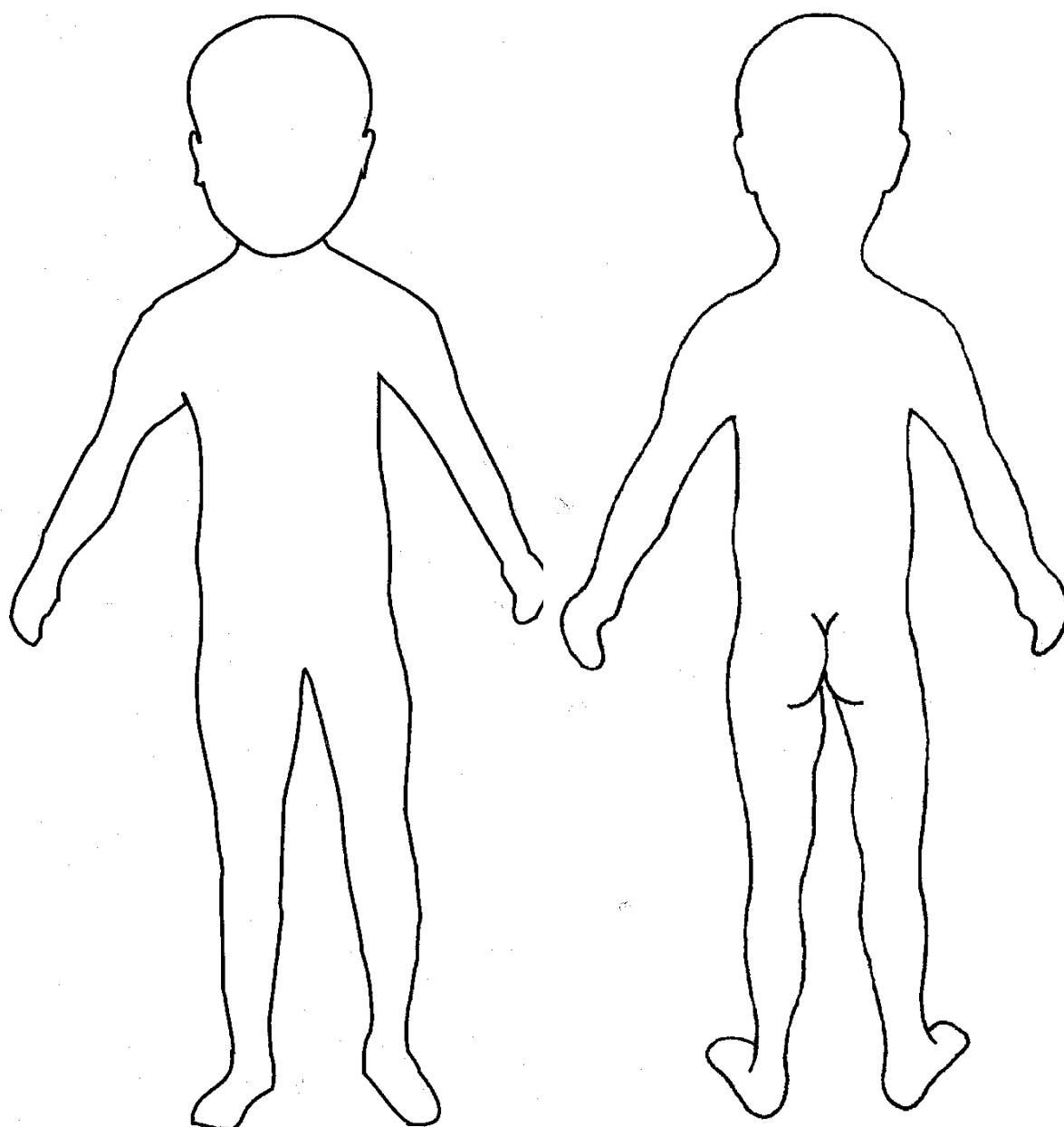
Name of child/young
person:

Date of
Birth:

Name of
Staff/volunteer/Trustee:

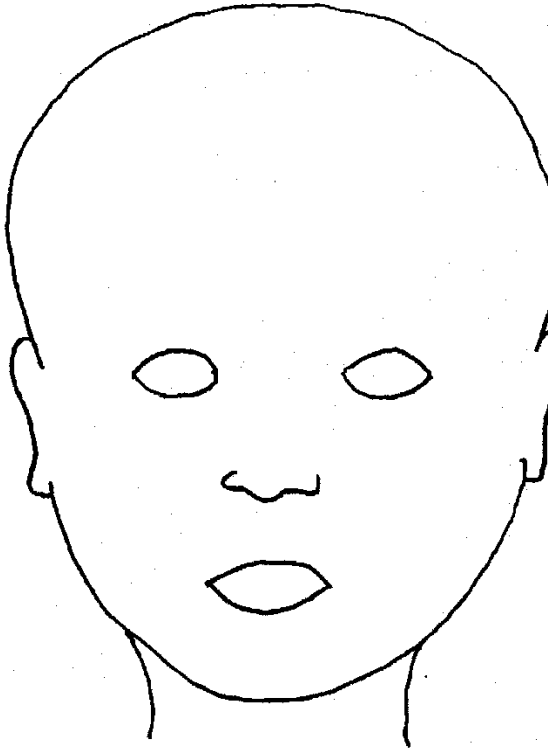
Role:

Date and time of observation:

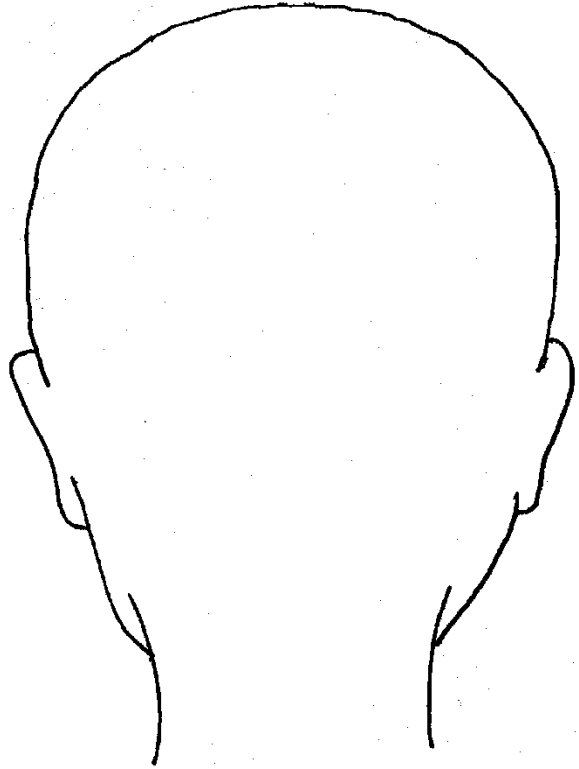


Name of child/young person:

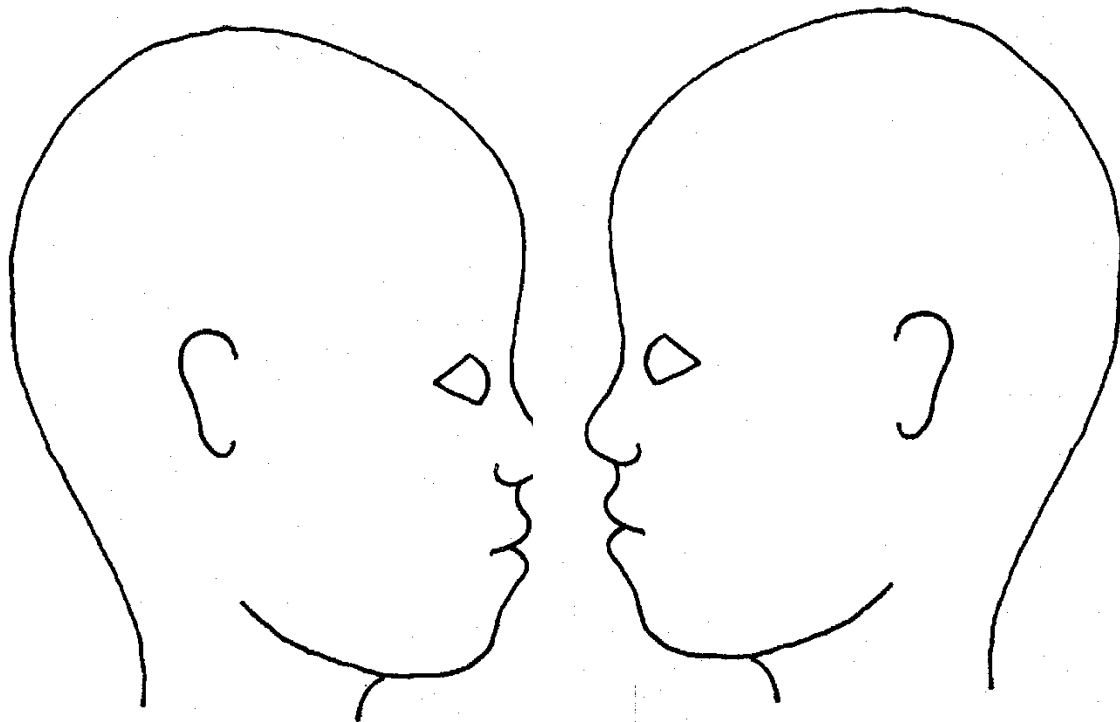
Date and time of observation:



FRONT



BACK



RIGHT

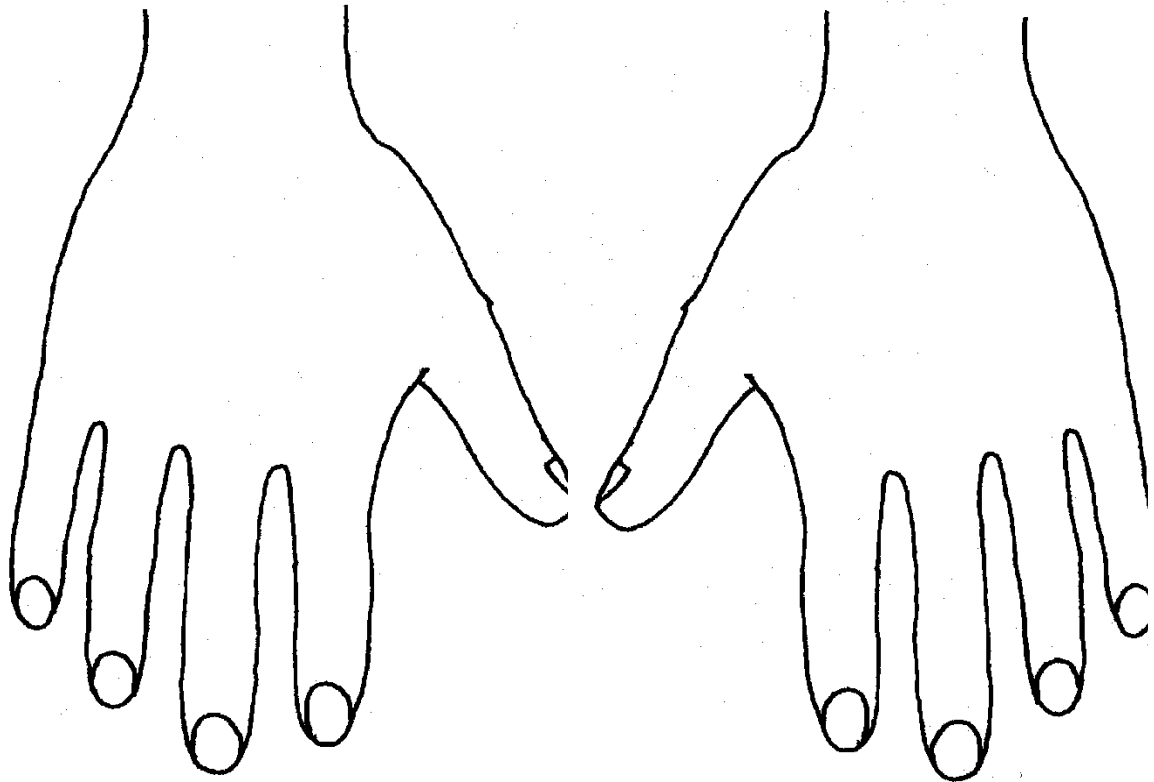
LEFT

Name of child/young
person:

Date and time of
observation:

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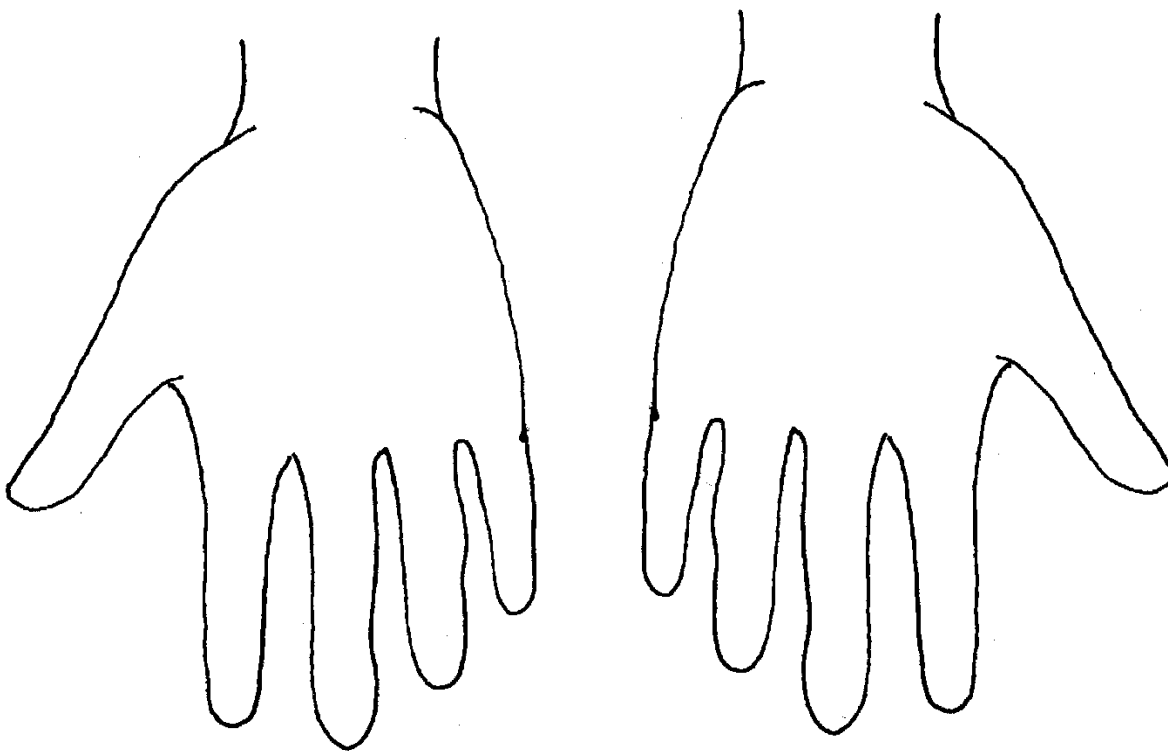
.....



R

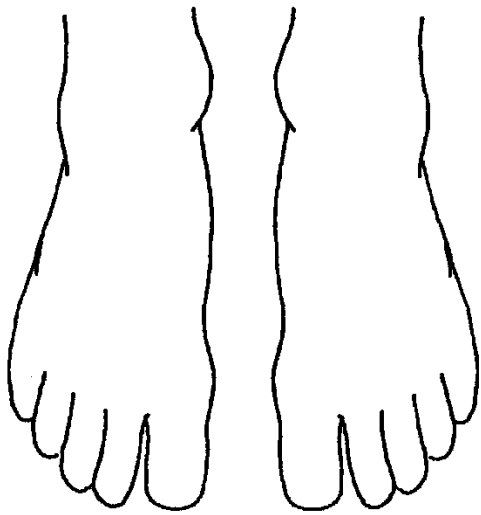
L

BACK

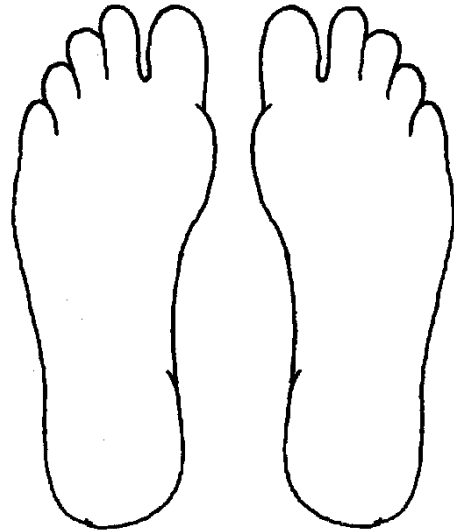


Name of child/young person:

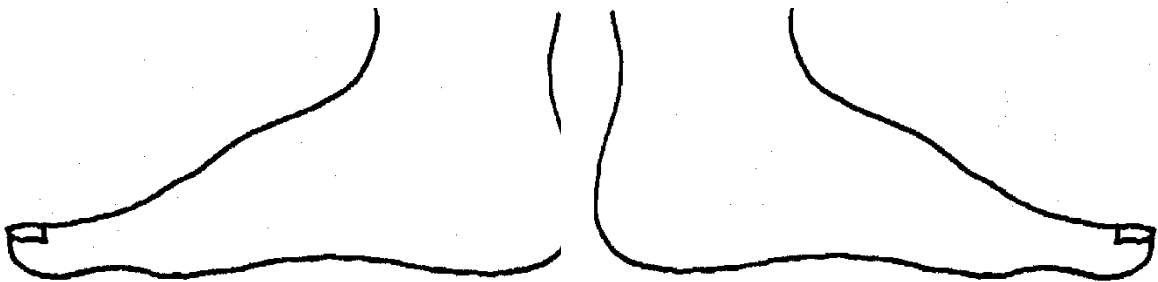
Date and time of observation:



R TOP L

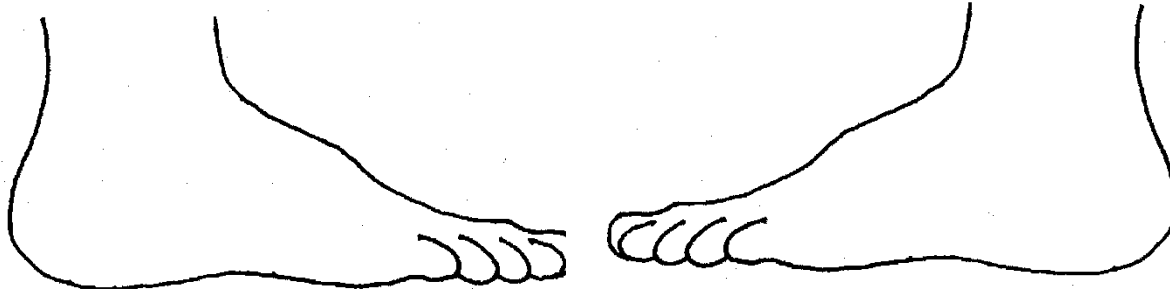


R BOTTOM L



R L

INNER



R

L

OUTER

Printed Name, Signature
and Role:

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DSL Response to Logging a Concern Form

Logging a concern about a child/young person's safety and welfare

Part 2 Responding to a Concern (for use by DSL)

<p>Time and date information received, and from whom.</p>	
<p>Any advice sought – if required (date, time, name, role, organisation, and advice given).</p>	
<p><u>Action taken</u> (referral to Social Services, Police, other agency) with reasons.</p> <p>Note time, date, names, who information shared with and when etc.</p>	
<p><u>Parents informed?</u> Y/N and reasons.</p>	
<p><u>Outcome</u></p> <p>Record names of individuals/agencies who have given information regarding outcome of any referral (if made)</p>	

<p>Where can additional information regarding young person/incident be found?</p>	
<p>Should a concern/confidential file be commenced if there is not already one? Why?</p>	
<p>Signed</p>	
<p>Printed Name</p>	