

The Philosophical Society Incident Report Form

This form is to be used to record basic information in the light of an allegation, suspicion, or disclosure of a potential safeguarding concern. Completing this record should not stand in the way of contacting Police or other agencies in the event of an emergency or urgent safeguarding incident.

Name of the person completing this form (YOU):	Date and time of completing this form:
Your position or relationship to the person whom your safeguarding concern is about:	Your telephone number:
Your Address:	
Name/names of person/s the safeguarding concern or incident is about:	Date and time of any incident:
Address (if known) of person the safeguarding concern is about:	
Telephone number (if known) of the person the safeguarding concern is about:	Age and Date of Birth of alleged victim (if known):
Name and Address of Parent, carer or guardian of alleged victim:	
Telephone Number:	
What have you witnessed or been told?	
Has the alleged victim said anything to you? (do not lead or investigate – Just record actual details):	
Action taken so far:	
External agencies contacted? yes <input type="checkbox"/> no <input type="checkbox"/> 999 or Social Services? yes <input type="checkbox"/> no <input type="checkbox"/>	
Name, their organisation, and contact number:	
Advice received:	
Signature:	

A copy of this form should be sent to The Philosophical Society Chairman as soon as possible but after any urgent or emergency calls that you feel need to be made.