

CHILD PROTECTION INCIDENT REPORT FORM



Royal Conservatoire
of Scotland

This form should be completed by the staff member who has witnessed an incident, or has had information of concern disclosed to them by a child/young person. Please speak to the Duty Manager working at the time of the incident if you are unclear about any section of this form.

General Information

Name of Staff Member Reporting:

Name of Child/Young Person:

Department (Short Courses/Musicworks/Junior Conservatoire):

Class:

Date of Incident:

Time of Incident:

Location of incident:

Details

Is there on-going concern about a child/young person's safety/wellbeing?

Yes No

Was the child/young person considered to be in immediate danger?

Yes No

Was a Designated Child Protection Contact contacted?

Yes No

If yes, please specify who:

Were the police contacted?

Yes No

Were Social Work Services contacted?

Yes No

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Please use space below to describe incident in detail:

- Note as much detail as possible about the incident
- Record factual information
- Do not make any assumptions about the situation
- Where possible use the words of the child/young person

Reporting Staff Signature: Date:

Name/s of witness/s:

Witness Signature 1: Date:

Witness Signature 2: Date:

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What to do next

This form should be completed and passed on to the DCPC working at the time of the incident who may ask you for more information about the situation if necessary and decide on the next course of action.

If a DCPC is not available, the Duty Manager (where identified) should be notified. The following section about any follow up that takes place will, in most cases, be completed by the DCPC.

The form will then be submitted and stored confidentially by the Senior DCPC within the HR Department.

Follow Up

Please use space below to record any follow up to the incident (for example, contact with the participant's parents/guardians, advice from social work services, etc.):

DCPP/ Duty Manager Name: _____

Signature: _____

Date: _____

This form should be sent immediately to Lydia Demaison, Senior Designated Child Protection Officer, HR Department.