

BLDSA Incident Reporting Form for Child & Vulnerable Adult Protection Matters

This form should be used whenever any incident which jeopardised (or could have jeopardised) the safety or wellbeing of a child or vulnerable adult comes to the attention of a BLDSA official. Concerns about individual children or vulnerable adults, whether or not an act of abuse or neglect is actually witnessed, should always be reported immediately to the police, health authorities or local social services. You are not asked to decide whether or not abuse or neglect has occurred, only to report your concerns and pass on any complaints received, regarding actual or suspected incidents, or near misses. All forms received will be treated confidentially.

INCIDENT DETAILS

Date of incident: _____

Did the incident occur during a BLDSA event? Y / N

If yes, which event?: _____

Name(s) of children/vulnerable adults involved: _____

Does the incident involve a:

Concern about a child or vulnerable adult? Y / N (If yes, you *must* also report to the police, health authorities or social services immediately)

Witnessed incident? Y / N

Complaint received? Y / N If yes, who from? _____

Near miss? Y / N

Summary of incident: _____

ACTION TAKEN

Police Informed? Y / N Details: _____

Social Services Informed? Y / N Details: _____

Referred to hospital? Y / N Details: _____

Parents/Guardians informed? Y / N Details: _____

Other(s) informed? Y / N Details: _____

Other actions taken: _____

OTHER WITNESSES/COMPLAINANTS

Name(s) and contact details:

1. _____

2. _____

3. _____

REPORTER'S DETAILS

Name: _____ Telephone Number: _____

Address: _____

Position held in BLDSA: _____

How did you become aware of the incident? _____

Do you have a relationship to any of the children/vulnerable adults or others involved in this incident? (e.g. parent, partner, friend) Y / N

Number of extra sheets attached to this form (if any): _____

Signed: _____ Date: _____