CHILD PROTECTION & SAFEGUARDING

Policy Time frame:	Effective from:	01.09.2020
	Latest Review Date:	01.09.2025
Introduction	Due of Next Review:	01.09.2027

Kajonkiet International School (KIS) is a child-protecting school fully committed to fulfilling its responsibilities in safeguarding students. This policy is designed in keeping with the Mission & Values Statements with the intention to place special emphasis upon fostering purposeful, trustworthy and compassionate young people. Our core safeguarding principles are:

- It is the school's responsibility to safeguard and promote the welfare of children;
- Children who are and feel safe make more successful learners;
- Policy will be reviewed annually, unless an incident or new legislation or guidance suggests the need for an earlier date of review;
- We are committed to preventing child abuse and protecting children within our school community;
- Despite operating in an international setting, KIS is committed to fulfilling accepted UK and international standards wherever possible.

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all children.

Purpose

At Kajonkiet International School, we aim to:

- Establish and maintain an environment where pupils feel safe and secure, are encouraged to talk and are listened to;
- Ensure that pupils know that there are adults within the school they can approach if they are worried or are in difficulty;
- Ensure pupils receive the right help at the right time to address risks and prevent issues escalating;
- Include in the curriculum activities and opportunities which equip pupils with the skills they need to stay safe from abuse and to develop healthy and safe relationships;
- Include in the curriculum, material which will help pupils develop realistic attitudes to the responsibilities of adult life, particularly with regard to the treatment of children;
- Protect children from harm and to ensure that they are taught in a way that is consistent with our values and to promote respect for all others;
- Make parents/carers aware of the school policies and practice for child protection and safeguarding to ensure that, wherever possible, every effort will be made to establish open and honest effective working relationships with parents in order to protect our children from harm. When pupils are admitted to our school, parents will sign to say they have read and agreed with our safeguarding policies and procedures.

We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

Child Protection is a term used to describe the activity that is undertaken to protect specific children who are suffering or likely to suffer significant harm.

Safeguarding is the action that is taken by us in order to promote the welfare of children and protect them from harm. Protecting children from abuse and maltreatment is everyone's responsibility at this school.

Staff refers to all those working for or on behalf of the school, full-time or part-time, in either a paid or voluntary capacity, whether employed as a teacher, support or another role within the school.

Child refers to all students enrolled at Kajonkiet International School.

Parent refers to birth parents and other adults who are in a parenting role, for example step - parents, foster carers and adoptive parents.

Child Protection in Thailand

With regards to the law surrounding child protection and safeguarding within the Kingdom of Thailand, KIS must operate within the legal expectations laid out within the Child Protection Act, B. E 2546 (2003).

Civil and Commercial Code Amendment Act (No. 25):

The Act specifically amends Section 1567(2) of the Civil and Commercial Code (Thailand), clarifying that "[a parent or guardian has the right to punish the child in order to teach, admonish or correct behaviour], provided that it is *not an act of abuse or violence to body or mind or otherwise improper*. "

Article 63 of the Thai Child Protection Act, B. E2546 (2003) states that, 'Schools and educational establishments shall set

up systems and activities to provide guidance, counselling and training for pupils, students and guardians, with a view to promoting appropriate behaviour, social responsibility and safety for the pupils and students, in accordance with the criteria, procedures and conditions stipulated in the ministerial regulations.'

Inaddition to this KIS will endeavour to uphold the expectations and requirements as identified within UK legislation where possible and will use the legislation for guidance. (Keeping Children Safe in Education - Keeping children safe in education - GOV.UK (www.gov.uk))

Key personnel

All members of staff have a responsibility to uphold safeguarding throughout the school. In addition to this, key personnel have been assigned specific safeguarding and child protection roles as follows:

Principal

Vice Principal EYFS/Primary – Whole School Designated Safeguarding Lead

Vice Principal Secondary & 6th Form - Deputy Designated Safeguarding Lead

School Counsellor (Student Support and Wellbeing)

EYFS/Primary Safeguarding and Child Protection:

Vice Principal EYFS/Primary – Whole School Designated Safeguarding Lead

Health and Safety Officer

Thai National Parent Liaison and Coordinator

Secondary Safeguarding and Child Protection:

Secondary Safeguarding Lead

School Counsellor (Student Support and Wellbeing)

Thai National Parent Liaison and Coordinator

Leadership within the school group:

Ms . Thidaporn Laoviseskul, School Owner

Mr Permkiat Ketkul, School Director

Ms . Cherish Trakarnboonchai, Director of Business Services

Roles and responsibilities

The designated safeguarding team are committed to continued training to provide them with current knowledge and skills required to carry out the role and act in the best interests of the pupils, rooted in child development and informed by evidence and best practices. This training should be updated at least every year.

The designated safeguarding team must:

- ensure each member of staff has access to, and understands, the school's child protection & safeguarding policy and procedures;
- ensure each member of staff understands the importance of information sharing, both within the school and with other organisations (where applicable), including being aware of Thai National safeguarding member, who can accurately translate any information shared;
- ensure that the school maintains detailed, accurate, secure written records of concerns and referrals and kept until a year after they have left the school;
- understand the unique risks associated with online safety and be confident that staff and parents have the relevant knowledge and up to date capability required to keep children safe whilst they are online at school;
- recognise the additional risks that children with SEN and disabilities (SEND) face online, for example, from online bullying, grooming and radicalisation and are confident they have the capability to support SEN children to stay safe online;
- obtain access to resources and attend any relevant or refresher training courses;
- encourage a culture of listening to children and taking account of their wishes and feelings, amongst all staff, in any measures the school may put in place to protect them;
- ensure the school's child protection and safeguarding policy is known, understood and used appropriately:
- ensure the school's child protection and safeguarding policy is reviewed annually and the procedures and implementation are updated and reviewed regularly, and work with Standardisation Office regarding this;
- ensure the child protection and safeguarding policy is available publicly, as well as key personnel to be visible around the school so it is clear who pupils, staff and parents can report concerns to.
- link with the safeguarding partner (Educare) to make sure staff are aware of any training opportunities and the latest local policies on local safeguarding arrangements.

Any other adults with a safeguarding responsibility, including school leadership may be involved in the support of children of whom there are welfare concerns or that are involved in an existing child protection issue.

Good practice guidelines

To meet and maintain our responsibilities towards children, the school community agrees to the following standards of good practice:

- treating all children with respect;
- setting a good example by conducting ourselves appropriately
- involving children in decision - making which affects them
- encouraging positive and safe behaviour among children
- being alert to changes in child's behaviour
- recognising that challenging behaviour may be an indicator of abuse
- reading and understanding all of the school's safeguarding and guidance documents on wider safeguarding issues, for example bullying, physical contact, e- safety plans and information- sharing
- asking the child's permission before doing anything for them which is of a physical nature, such as assisting with dressing, physical support during PE or administering first aid
- maintaining appropriate standards of conversation and interaction with and between children and avoiding the use of sexualised or derogatory language
- being aware that the personal and family circumstances and lifestyles of some children lead to an increased risk of neglect and or abuse

Categories of abuse

Abuse is universally defined in four categories, though each may be interrelated.

I. Physical abuse

In Thai law, Article 1567(2) of the Civil and Commercial Code allows parents to impose 'reasonable' punishment for the purposes of discipline. However, corporal punishment has been shown by research to seriously damage a child's mental and physical health and affect their long-term development. KIS considers corporal punishment a form of physical abuse and does not condone its use in the home.

Physical abuse is defined as shaking, burning or scalding, hitting, throwing, poisoning, drowning, suffocating, as well as a carer fabricating the symptoms of, or deliberately inducing illness in a child.

II. Emotional abuse

The persistent emotional maltreatment of a child, such as to cause severe and adverse effects on the child's emotional development. Examples of this include:

- Conveying to a child that they are worthless or unloved, inadequate or valued
- Denying the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.
- Age or developmentally inappropriate expectations being imposed on children; overprotection and limitations of exploration and learning, or preventing the child socially interacting; or seeing or hearing the ill-treatment of others.
- Persistent bullying/cyber bullying, or the exploitation or corruption of children.

III. Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities. Such activities might involve physical contact, including assult by penetration, or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They might also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in a sexually inappropriate ways, or grooming a child in preparation for abuse, including the internet.

At KIS, we recognize that female Genital Mutilation (FGM) as a form of Child Abuse and draws upon guidance from the UK's Department of Health HM Government - Multi-agency statutory guidance on Female Genital Mutilation (publishing.service.gov.uk) when dealing with this.

IV. Neglect

Persistent failure to meet a child's basic physical or psychological needs can result in serious impairment a child's health. This may involve a parent/carer failing to:

- Provide adequate food, clothing or shelter (including exclusion from home);
- Protect a child from physical and emotional harm or danger; ensure adequate supervision (adequate care givers); ensure access to appropriate medical care or treatment;
- Provide a child's basic emotional needs, or unresponsiveness to such needs

At KIS, we consider that due care means that children should be living with a parent or guardian until leaving school. In instances where this is not met, the school will advise parents but cannot enforce a change legally. Such arrangements typically have adverse effects on a child's academic progress and emotional wellbeing. Equally, living arrangements which constitute a child living with a nanny or similar carer, are not advised because the absence of a parent may mean that a child's emotional needs are not being met. In such instances the school will advise the family appropriately.

Safeguarding and Child Protection Procedures - Reporting a Cause for Concern

Any member of staff that has cause for concern regarding a student must share these concerns with their designated Safeguarding/Child Protection Lead. They will advise on the need for a Cause for Concern form (Appendix II) completion.

A Cause for Concern form must be submitted where there are any concerns regarding the physical or emotional well-being, safety or welfare of a student and/or if a student is suspected to be at risk of harm,or causing harm to another. Note what was said or seen, putting into context, and giving date, time and location.

Our main priority is to identify causes for concern at an early stage. Even if concerns seem only minor, they may form part of a bigger picture - *staff are advised to always share every concern, no matter how small*. Always report 'nagging doubts or concerns, that cannot be substantiated, as they may make up part of a bigger picture.

A record of concern, suspicion or allegation should be made at the time or as soon as possible after the event occurs or suspicions arise or reported. All recorded safeguarding/child protection concerns must be passed to the designated Safeguarding/ Child Protection Leads as soon as possible. A professional judgement will be made about what action needs to be taken in accordance with internal school safeguarding/child protection procedures. Such concerns will always be taken seriously and acted upon, under this, or any other appropriate safeguarding policies. The DSL/Safeguarding Team will instruct an investigation depending on the nature of the situation. The composition of the team around the specific case of the investigation should reflect the nature of the circumstances and take a holistic approach.

If there are obvious signs of harm, the pupil will be taken to the School Nurse immediately. If a student is in urgent need of medical attention, they should be taken to Bangkok Phuket or Vachira Hospital.

Where we suspect the abuse has occurred or about to occur and the child is unsafe or at imminent risk of harm, we are committed to reporting the matter to the relevant authority.

All causes for concern must remain private and confidential, and information must only be shared on a need- to-know basis. The member of staff submitting the Cause for Concern form may be contacted for further information regarding the concern.

Well-kept records are essential to good practice. Our school is clear about the need to record any concern held about a child or children within our school.

In the event that the designated Safeguarding/Child Protection Leads are not available, Cause for Concern forms must be physically handed to a member of the **Safeguarding Team or the Principal.** In the event that the designated Safeguarding/Child Protection Lead is absent for any number of days, another member of the SGCP will perform as acting Lead in their place.

If a child discloses information to you:

Any disclosure of abuse must be reported in person to a member of the Safeguarding/Child Protection Team immediately.

If a child talks to you about any risks to their safety or wellbeing you will need to let them know that you must pass the information on – *you are not allowed to keep secrets.*

During a conversation with the child:

- Allow them to speak freely; let them recall and avoid stopping them.
- Remain calm and do not overreact – the child may stop talking if they feel they are upsetting the member of staff; reassure the child (without making promises that can't be kept) that they have done the right thing and that you are here to support them.
- Under no circumstances should we ask investigative questions – such as how many times this has happened, whether it happens to siblings too, or what does the child's mother think about all this.
- At the earliest opportunity reassure the child that they were right to inform you;
- At an appropriate time tell the child that in order to help them, information shared must be passed on to the CPSG Lead.
- Report verbally/ or record onto the pink form and hand straight to the designated person
- Write up the conversation content as soon as possible (not during the conversation, unless there are key words/phrases that require being recorded verbatim)
- Staff should seek support if feeling distressed

Notifying parents

The school may seek to discuss concerns about a child with their parents. However, if the school believes that notifying parents could increase the risk to the child or exacerbate the problem, then this situation will be dealt with in a sensitive manner, and next steps are considered in light of what is in the best interests of the child and within the cultural contexts of Thailand.

Where we suspect that the abuse has been perpetrated by someone close to the family or within the family, the DSL's will contact the child's parents or main carers and discuss how the child can be kept safe and address their immediate safety.

Children who may be particularly vulnerable

Some children may be at increased risk of neglect and or abuse. Many factors can contribute to an increase in risk, including prejudice and discrimination, isolation, social exclusion, communication issues and reluctance on the part of some adults to accept that abuse happens, or who have a high level of tolerance in respect of neglect.

To ensure that all of our children receive equal protection, we will give special consideration and attention to children who are:

- disabled or have special educational needs
- living in a known domestic abuse situation
- affected by known parental substance misuse
- living in chaotic, neglectful and unsupportive home situations
- vulnerable to discrimination and maltreatment on the grounds of race, ethnicity, religion or sexuality

Support for those involved in a child protection issue

Child neglect and abuse is devastating for the child and can also result in distress and anxiety for staff who become involved. We will support the children and their families and staff by:

- taking all suspicions and disclosures seriously
- nominating a link person who will keep all parties informed and be the central point of contact
- responding sympathetically to any request from a child or member of staff for time out to deal with distress or anxiety
- maintaining confidentiality and sharing information on a need - to - know basis only with relevant individuals and agencies
- storing records securely and separately from the child's main file
- offering details of counselling or other avenues of external support wherever possible
- following the procedures laid down in our whistle blowing, complaints and disciplinary procedures
- cooperating fully with any external agencies that may become involve (E.g. Thai Social Services, Police, British Embassy)

If you have concerns about a colleague

Staff who are concerned about the conduct of a colleague towards a child are undoubtedly placed in a very difficult situation. They may worry that they have misunderstood the situation, and they will wonder whether a report could jeopardise their colleague's career. All staff must remember that the welfare of the child is paramount. The school's whistle blowing policy enables staff to raise concerns or allegations in confidence and for a sensitive enquiry to take place. All concerns of poor practice or concerns about a child's welfare brought about by the behaviour of colleagues should be reported to the Child Protection Lead. Complaints about senior leadership can be reported to the School Director (Mr. Permkiat Ketkul) or the board members.

Staff who are the subject of an allegation

When an allegation is made against a member of staff, set procedures must be followed. It is rare for a child to make an entirely false or malicious allegation, although misunderstandings and misinterpretations of events can and do happen. A child may also make an allegation against an innocent party because they are too afraid to name the real perpetrator. Even so, we must accept that some adults do pose a serious risk to children's welfare and safety and we must act on every allegation made. Staff who are the subject of an allegation have the right to have their case dealt with fairly, quickly and consistently and to be kept informed of its progress. Suspension is not mandatory, nor is it automatic but, in some cases, staff may be suspended where this is deemed to be the best way to ensure that children are protected.

Allegations against staff should be reported to a member of the senior leadership team as appropriate (Vice Principals/Principals). Allegations against the leadership team should be reported to the School Director (Mr. Permkiat Ketkul) or the board members.

Safer Working Practices

Members of staff must comply with the following safer working practices at all times:

I. Abuse of trust

All school staff must be aware that inappropriate behaviour towards children is unacceptable and that their conduct towards all children must be beyond reproach.

Staff must understand that it is an offence for a person over the age of 18 to have a sexual relationship with a person under the age of 18, where that person is in a position of trust, even if the relationship is consensual. This means that any sexual activity between a member of the school staff and a child under 18 may be a criminal offence, even if that child is over the age of consent.

II. ID Badges

All members of staff must wear their KIS staff ID at all times. All visitors must be escorted to the main office to obtain a visitor pass immediately upon entry to the school premises and read and sign to say that they have understood our school values, as well as our safeguarding and child protection procedures.

III. Lone working

Lone working (where a member of staff and a child are alone together) should be avoided wherever practicably possible. In the event that a member of staff finds themselves in a lone working situation, they must ensure that it is in an unlocked room (preferably with the door open if possible). Windows in doors must not be covered with paper/posters etc. to ensure that the view into each room is accessible at all times.

IV. Toilets

Staff must use the individual toilets labelled 'staff only', located on each floor of the building. Bathrooms with multiple toilet stalls must not be used by staff members at any time and are reserved for the exclusive use of children.

V. Changing for PE/other activities

Children should get changed for PE/other activities in the respective boys' and girls' bathrooms wherever practicably possible. In the occurrence that children must get changed in the classroom, members of staff must ensure that they are not lone working at any time and measures are taken to ensure privacy.

VI. Confidentiality and sharing information

All information regarding the welfare and safety of a child is to be treated as confidential and only shared on a need-to-know basis. Regardless of the duty of confidentiality, any member of staff who has reason to believe that a child is at immediate or significant risk of harm, has a duty to forward this information without delay. **We are never able to guarantee confidentiality to students.**

The Child Protection Act in Thailand has specific provisions about a child's information (section 27), most notably that the school is forbidden to disclose any information of a child if such information would cause damage to the child.

All notes and records regarding the welfare and safety of a child is stored securely, separately from their general school file.

Child protection records are normally exempt from disclosure provisions which means that children and parents do not have an automatic right to see them. If any member of staff receives a request from a child or parent to see child protection records, please refer the request to the Child Protection Lead.

Staff training

It is important that all staff have training to enable them to recognise the possible signs of abuse and neglect and to know what to do if they have a concern. New staff and directors will receive training on school safeguarding and child protection procedures during their induction. All staff, including senior leadership and board members will receive training that is updated at least every three years.

Safer recruitment

Our school endeavours to ensure that we do our utmost to employ 'safe' staff by following the guidance in Safeguarding Children and Safer Recruitment in Education (pp20-54) together with the following:

Safer recruitment means that all applicants will:

- provide evidence of identity and qualifications
    - provide an up-to-date criminal record check from their country of origin/country of residence
    - take part in a formal interview
    - be subject to a 3 - month probationary period upon employment
    - complete an application form
    - provide two referees, including at least one who can comment on the applicant's suitability to work with children

All new staff to read and sign 'Statement of Intent' Appendix I

Professional Development

At Kajonkiet International School we provide our staff with:

- Access to current publications and useful websites e.g. Keeping Children Safe in Education (DFE September 2019) https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/836144/Keeping_children_safe_in_education_part_1_2019.pdf
- Opportunities to discuss significant safeguarding issues on weekly agendas
- Regular updates and training
- Access to online training through our EduCare subscription

The Principal and Human Resources Manager receive up to date safer recruitment training.

Related Policies

The Safeguarding and Child Protection policy is by no means a 'stand- alone' document, and as such it is useful to read it in conjunction with the following policies that can be found in the KIS Policy Compendium:

Anti-Bullying Policy
Critical Incident Policy
Data Protection Policy
Staff Code of Conduct Policy –Speaking out
Whistleblowing Policy
E-Safety Policy
Lockdown Policy
Educational Visits Policy
Safe Touch policy

Appendix I - Statement of Intent – to be read and signed by all staff

STATEMENT OF INTENT

All new members of staff will undergo an induction that includes familiarisation with the school's safeguarding and child protection policy and identification of their own safeguarding and child protection training needs.

Photography and images

Working in an educational environment, there are many occurrences whereby a member of staff may be required to obtain and share an image of a child, for example for assessment purposes, for official school social media/newsletters, or for marketing purposes.

Any images obtained by a member of staff on a personal device must be uploaded to a school computer as soon as possible and removed from the device. To protect children, we:

- obtain consent for photographs to be taken and published in admissions documents
- use only the child's first name with an image unless specified by parents
- ensure that children are appropriately dressed and posed
- encourage children to tell us if they are worried about any photographs that are taken of them.

Staff (and visitors to the school site) are not permitted at any time to upload any images of students onto personal social media including non-permanent 'stories', both on school property and while on educational visits.

Communication with students

Members of staff must not share their telephone number or personal email with a student, or connect with students on any online platform (e.g. social media) at any time. In the event that a student attempts to connect with a member of staff, they should ignore the request and approach a member of the child protection team if they require support in addressing the matter further.

If you are unsure of any of the safe working practices outlined above or would like support or further clarification of anything within this policy, please seek out a member of the child protection team.

The health, safety and well-being of all of the students at Kajonkiet International School is the foremost concern of all of the adults in school.

Our Students:

- Have the right to be protected.
- Have the right to be safe in our school.
- Have the right to be respected and listened to.

Our School:

- Will ensure that all adults that have access to our students on a regular basis have been informed of the rights of the students.
- Will ensure that all employees have the appropriate level of 'police check/clearance/criminal records disclosure' to enable them to work with/close to our students.
- Will ensure that all employers understand the need to report any concerns regarding the health and well-being of our students.

Our Commitment

Kajonkiet International School will take seriously any reported concern or allegation of mistreatment against any of our students. All reported concerns of allegations will be dealt with in compliance with the Child Protection Policy.

Kajonkiet International School will support any employee making a reported concern or allegation of mistreatment, which is later judged to be false, unless it can be proven that the employee intentionally made an inaccurate report or allegation.

Article 29 - The Thailand Child Protection Act of 2003

"Persons notifying or reporting in good faith under this Article shall receive appropriate protection and shall not be held liable for any civil, criminal or administrative action arising there from."

Your Declaration

I, the undersigned, have read the statement of intent above, the supporting Child Protection Policy that it relates to.

I understand my role as an employee of Kajonkiet International School to uphold and adhere to this statement of intent and all aspects of the Child Protection Policy.

Signed:

Name: Date:

Appendix ii

SAFEGUARDING

Cause for Concern (pink form)

Student name:	Date of Birth:	Year/Form:
Concern identified by:	Date:	Time:
Any witnesses present:		

Nature of concern / details of disclosure / other relevant information

REPORT ACTUAL WORDS SPOKEN BY STUDENT

If a child makes a disclosure the 5 Ws can be asked:
Welfare: check the child is OK
What happened?
Who was involved? / Who did this?
When did this happen?
Where did this happen?

Never ask why or other leading questions.

Give by hand to the DSL or a relevant member of the Safeguarding team.

Appendix ii

SAFEGUARDING

Cause for Concern (pink form)

Student name:	Date of Birth:	Year/Form:
Concern identified by:	Date:	Time:
Any witnesses present:		

Nature of concern / details of disclosure / other relevant information

REPORT ACTUAL WORDS SPOKEN BY STUDENT

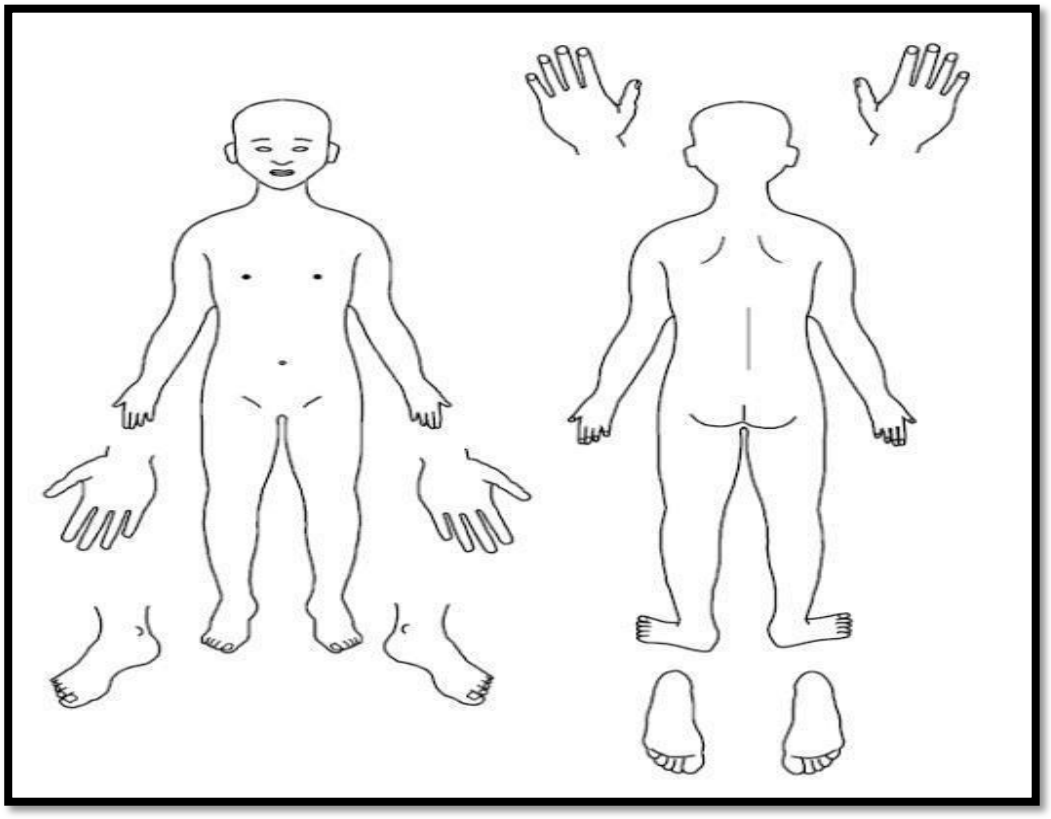
If a child makes a disclosure the 5 Ws can be asked:
Welfare: check the child is OK
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Who was involved? / Who did this?
When did this happen?
Where did this happen?

Never ask why or other leading questions.

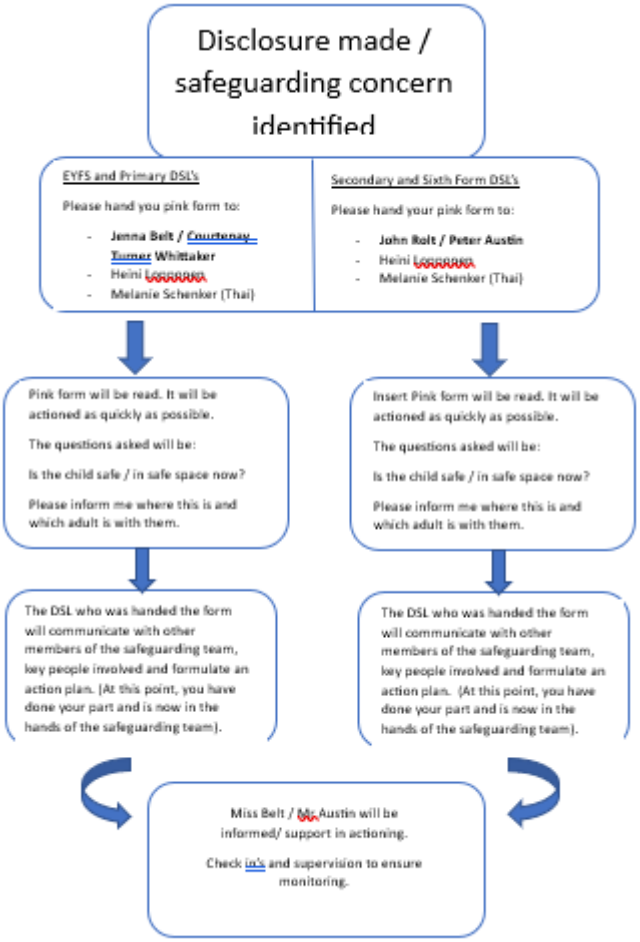
Give by hand to the DSL or a relevant member of the Safeguarding team.

Please record any marks/bruises observed

NOTE: A full body check can only be completed by a medical doctor. Do not ask a child to undress to be examined.



Handed to	


Disclosure made / safeguarding concern identified
EYFS and Primary DSL's
Please hand you pink form to:
- Jenna Belt / Courtenay Turner Whittaker
- Heini Lxxxxxxx
- Melanie Schenker (Thai)
Secondary and Sixth Form DSL's
Please hand your pink form to:
- John Rolt / Peter Austin
- Heini Lxxxxxxx
- Melanie Schenker (Thai)
Pink form will be read. It will be actioned as quickly as possible.
The questions asked will be:
Is the child safe / in safe space now?
Please inform me where this is and which adult is with them.
Insert Pink form will be read. It will be actioned as quickly as possible.
The questions asked will be:
Is the child safe / in safe space now?
Please inform me where this is and which adult is with them.
The DSL who was handed the form will communicate with other members of the safeguarding team, key people involved and formulate an action plan. (At this point, you have done your part and is now in the hands of the safeguarding team).
The DSL who was handed the form will communicate with other members of the safeguarding team, key people involved and formulate an action plan. (At this point, you have done your part and is now in the hands of the safeguarding team).
Miss Belt / Mr Austin will be informed/ support in actioning.
Check in's and supervision to ensure monitoring.

Appendix III

Incident Report Form

Your details

Name:

Position/relation to child:

Phone number:

Address:

Email:

Contact details for welfare officer

Name

Phone Number

Email

Child's Details

Name

Date of Birth: / / Gender: Male Female

Other relevant information about the child: (e.g. mental and physical health, or any other contextual information)

Incident Report Form

Parent/guardian/carer details

Name:

Phone number:

Have the child's parent(s) / guardian(s) / carer(s) been informed of the incident?

Yes ☐ No ☐

Email

Additional Information

Details of the concerns/allegations

Are you reporting concerns raised by: Yourself ☐ Someone else If ☐

reporting concerns raised by someone else, please provide additional information:

Name

Relationship to Child

Address

Phone Number

Email

Incident Report Form

Date and Time of Incident	
Date and Time of Allegation	

Actions taken to date: (please give details of who else has been informed, including parents where appropriate, and any relevant contact details)

Details of the incident or concern

Details of the concern: (be clear which details are fact and which are speculation. Remember to record any injuries)

Details of who was involved: (include any witnesses and any people who are allegedly involved in the abuse/harm)

What the child said, if applicable: (remember to use their exact words)

Signed

Date / /