

Incident Report Form – Children & Vulnerable Adults

1 About the person who had the incident:		
Name:		
Address:		
Date of Birth:		
Parents/ guardians names:		
2. About you, the person filling in this record		
Name:		
Address (including postcode):		
Email/phone number:		
3. About the incident Continue on back of this form if you need to		
Say when it happened:	Date:	Time:
Say where it happened. State which room or place:		
Say how the incident happened/ what promoted your concerns?		
Have you spoken to the child/ vulnerable adult about the incident? If yes, as best you can record details of the conversation		
If the person who was involved in the incident suffered an injury, say what it was:		

<p>Please note any actions taken so far i.e. have you spoken to the site leader/ contacted the parents. What has been said?</p>		
<p>4. Complete this box if incident was reported to an external agency i.e. police, social workers.</p>		
<p>Name of agency, name of person.</p>		
<p>Include details of advice received:</p>		
<p>5. For Head Office only</p>		
<p>Action Taken:</p> <p>Circulated to Disciplinary Committee (y/n)?</p>		
<p>Signature:</p>	<p>Date:</p>	

A copy of this form should be sent to IWA Volunteers Coordinator, Island House, Moor Road, Chesham, HP5 1WA within one working day.