

APPENDIX 8 – Reporting an alleged incident

First name	
Family name	
Date of birth	
Age	
Gender	
Nationality	
Any disability?	
Role/connection with school	
Home address	
Parents' names (if under 18)	

Date and time of alleged incident	
Location of alleged incident	
Details of alleged incident (continue on continuation page where required)	
Names of potential witnesses and relationship to student requiring safeguarding	
Any other information?	
Allegation category (e.g. physical/sexual)	
Was technology involved? If yes, what type?	

Signed (by person submitting referral)	
Date & time (form submitted to DSL/DDSL or Director)	

This policy takes into consideration the following legal and guidance materials:

KEEPING CHILDREN SAFE IN EDUCATION	KCSIE	2023 (updated)
NATIONAL MINIMUM STANDARDS FOR BOARDING	GOV.UK	2022 (updated)
THE CHILDREN'S ACT	GOV.UK	1989
WORKING TOGETHER TO SAFEGUARD CHILDREN	GOV UK	2023 (updated)

Plus other documents, papers and guidance listed earlier in the policy

Other useful information re safeguarding services in UK:

<https://www.safecic.co.uk/your-scb-acpc/55-free-downloads-and-safeguarding-links/61-safeguarding-children-board-links>

or

<https://www.childprotectionuk.co.uk/local-safeguarding-children-boards-for-england-and-wales.php>

or

NSPCC website <http://www.nspcc.org.uk/>