

Reporting Form

This form is to be completed on all occasions when an allegation is made against a member of staff and faxed or emailed to the Safeguarding Unit.

Please return the form by fax to Anthony Goble, Safeguarding Officer - Education on 01803 208565, or email to: cpunit@torbay.gov.uk

Name of School / Agency:

Who is making referral:

Details of member of staff / volunteer / carer involved in incident	
Full Name:	D.O.B:
Post Held:	
Home Address:	

Details of pupil(s) / Child(ren) involved in incident	
Full Name:	D.O.B:
Home Address:	
Name of Parent:	

Details of alleged incident	
Date and Time of Incident:	Place of Incident:
Brief circumstances of incident - <i>to include any precipitating factors and injuries sustained (if applicable):</i>	

Name(s) of potential witnesses

Any Other Information

Signed:	Date:
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Office Use Only

Discussed with: John Edwards (Y/N) Police Child Protection Team (Y/N)
 Strategy Meeting Yes/No
 Basis of Decision:

Signed
 Lead Officer Allegations

Date