

Woodcraft Folk
Incident/Disclosure Form



All allegations, complaints or suspicions of abuse should be recorded as close as possible to the time of the incident. Details of incidents should be recorded in as much detail, and as accurately as possible. Any disclosures of abuse being made by children and young people should be a reflection of what was actually said. Do not try and interpret any of the information. Just record what was said or witnessed.

Date and time of incident or disclosure
Name, age, ethnicity or religion, any disabilities of person/s involved
Names of parents or carers, address and telephone numbers of person(s) involved
Names, ages, telephone numbers and addresses of any witnesses
Name, role and contact details of person completing this form
Details of what happened or disclosure of allegations (do not interpret information – use the same language that was used by the young person or child). Are you reporting your own concerns or those reported by somebody else?
What action was taken (if no action explain why)

Who did you report the incident to (names and contact details)
Within Woodcraft Folk
Other agencies?
Parents or carers?
Are any other young people potentially at risk (detail if yes)
Any other relevant information

Signed:

Date: Time:

This form should be handed to Ruth Doak District Safeguarding Officer. It will then be kept in a secure and safe place, in compliance with Woodcraft Folk Data Storage policy.

You should seek further guidance and support from:

Local Safeguarding Officer: ... Ruth Doak mobile: 07443 574 841 email: ruthhelen7904@gmail.com

Lead Safeguarding Officer: Debs McCahon, Membership Development Manager 0845 217 8939

deborah.mccahon@woodcraft.org.uk

Newham Children’s Services (‘Social Services’) 020 3373 4600. Respond to child protection alerts within office hours

Newham Emergency Duty Team (provides an emergency social work service outside office hours): 020 8430 2000

In an emergency, if you believe the child in immediate need of protection from significant harm, call the Police on 999

NSPCC helpline 0808 800 5000

NOTE

All national Woodcraft Folk safeguarding documents/policy can be viewed at:

www.woodcraft.org.uk/safeguarding

Newham Woodcraft Safeguarding documents/policy can be found on the Newham website www.newhamwoodcraft.org.uk in the policies section