

Witney Town Band Child Protection Policy and Procedures



INCIDENT REPORT -Private and Confidential when complete

Name of child.....Age/date of birth..... Parent/carer's name.....
Address..... Telephone number.....

Are you reporting your own concerns or passing on those of someone else? Give details of witness

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Brief description of what has prompted concerns: include date, time, and location of any specific incidents.

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Any physical signs? Behavioural signs? Indirect signs?

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Have you spoken to the child? If so, what was said?

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Have you spoken to the parent(s)? If so, what was said?

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Has anyone been alleged to be the abuser? If so, give details, including relationship to the child.

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Have you consulted anyone? Give detail.

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Your name..... Position.....
Signature..... Date.....

If you would like to talk to someone regarding the incident concerned or once you have completed the form please contact Jenny Howes (01865 426926) in the first instance or alternatively our Chairman Beverley Pollard (01865 460795).