**Erika Pt Fitness and Dance - Incident Report Form**

**Confidential**

**Section 1: Details of the Person Reporting the Incident**

1. Name:
2. Position/Role:
3. Contact Information:
	* Phone:
	* Email:

**Section 2: Details of the Child/Young Person Involved**

1. Name:
2. Date of Birth:
3. Address:
4. Parent/Guardian Name(s):
5. Parent/Guardian Contact Information:
	* Phone:
	* Email:

**Section 3: Details of the Incident**

1. Date of Incident:
2. Time of Incident:
3. Location of Incident:
4. Description of the Incident: (Please provide a detailed account of what happened, including any direct quotes from the child if applicable. Attach additional sheets if necessary.)

**Section 4: Actions Taken**

1. Immediate Actions Taken: (Describe any actions taken immediately following the incident, such as providing first aid or contacting parents.)
2. Was the Designated Safeguarding Lead (DSL) informed?
	* Yes / No
3. Date and Time DSL was Informed:
4. Name of DSL Informed:
5. Contact Information of DSL:
6. Was any other authority or agency informed? (e.g., police, social services)
	* Yes / No
7. If Yes, provide details: (Include name of authority/agency, contact person, and contact information.)

**Section 5: Details of Any Witnesses**

1. Witness 1 Name:
	* Position/Role:
	* Contact Information:
2. Witness 2 Name:
	* Position/Role:
	* Contact Information: (Attach additional sheets if there are more witnesses.)

**Section 6: Follow-Up Actions**

1. Description of Follow-Up Actions: (Describe any follow-up actions taken after the incident, such as further medical care, ongoing support for the child, or changes to procedures to prevent recurrence.)
2. Date and Time of Follow-Up Actions:
3. Name and Position of Person Responsible for Follow-Up:

**Section 7: Signature and Date**

1. Signature of Person Reporting:
2. Date:
3. Signature of DSL:
4. Date:

**Section 8: For Office Use Only**

1. Incident Reference Number:
2. Date Incident Report Received:
3. Further Actions Required: (Yes/No)
4. If Yes, provide details:
5. Completed by (Name and Position):
6. Date:

**Confidentiality Notice:** This document contains sensitive information and must be handled in accordance with the Data Protection Act 2018 and UK GDPR. Access to this form should be restricted to those who need to know in order to ensure the child's safety and welfare.