

## Safeguarding Incident Form



<b>Activity/Event at GBC, or other location that incident occurred</b>	
<b>Date and time</b>	
<b>Leaders/Individuals present</b>	
<b>If at GBC, any other activities or people in the building or at the event?</b>	
<b>Individual's name</b>	
<b>DETAILS OF INCIDENT</b> (ie what happened; when did it happen; who was involved; who witnessed it?)	
Action taken by you?	
Sign and print name:	
Date:	

**Safeguarding Incident Form**

**RESPONSE TO INCIDENT** (action taken by Designated Person for Safeguarding)

Sign and print name:

Date: