

# Yellow Submarine Incident Form

## Form number:



Name and role of person completing this form:
Signature of person completing this form:
Date:

### Details of Incident – Please give as much relevant information as possible

Date and time of incident:
Session/Activity:
Place of incident:
Name/s of person/s involved in the incident (e.g. Member, staff, volunteer):
Please describe anything that happened prior to the incident which <u>may</u> have led to the incident:
Description of the event (what happened):
Witnesses (include contact details):
What happened next (e.g. How the situation was resolved or left etc.):

**Yellow Submarine** T: 01865 236119

W: [www.yellowsubmarine.org.uk](http://www.yellowsubmarine.org.uk) Charity number – 1136735

Form v1 2016

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## Recording & reporting the incident

<input type="checkbox"/> Check the box to confirm parents/carers have been informed.	Date:
<b>How?</b> <input type="checkbox"/> In person <input type="checkbox"/> By Telephone <input type="checkbox"/> Handover Form <input type="checkbox"/> Email	
If parents & carers have not been informed, is there a reason why not?	
<input type="checkbox"/> Check the box to confirm Yellow Submarine senior management have been informed. <b>Please do this as soon as possible.</b>	Date:
<b>How?</b> <input type="checkbox"/> In person <input type="checkbox"/> By Telephone <input type="checkbox"/> Handover Form <input type="checkbox"/> Email	
<input type="checkbox"/> Check the box to confirm that all members, staff and volunteers involved were given support and opportunity to debrief after the incident, and note below in the follow up section any outstanding issues.	
<input type="checkbox"/> Check the box to confirm the incident has been logged.	Date: Incident Log: or ask the safeguarding lead to log the report as safeguarding concern

## Steps post-incident

<b>Any follow up actions required</b> (this could include making a Safeguarding referral to Safeguarding Lead, passing on to your line manager, talking with parents/carers etc. If unsure, take advice from your Line Manager):		
Action	To be completed by:	By when - Date: