Incident Report Form

Effective Date: 28.01.2026

This form should be completed by anyone who has a safeguarding concern (i.e sexual exploitation or abuse, physical abuse, emotional or psychological abuse, bullying or harassment, etc.) related to SKP's work. This includes any disclosure or incident involving a vulnerable adult that has taken place in SKP spaces or activities.

Type of Incident:
Date & Time:
Location:
Who was present:
Events (or details) as reported to you. Remember to record discussions 'verbatim' (in the words and phrases actually used) where possible.

Contact details (if required, i.e a child protection issue has occurred)
Follow Up Required (+ Person Responsible + Date/s of Follow Up):
Follow-up undertaken

Remember to maintain confidentiality on a *need-to-know* basis, only if it will protect the person. Do not discuss this incident with anyone other than those who need to know. As much as possible, complete this form in your own words and keep to facts.