

INCIDENT REPORTING FORM FOR CHILDREN, YOUNG PEOPLE & VULNERABLE ADULTS

Details of person reporting incident

Name:	<input type="text"/>
Address:	<input type="text"/>
Postcode:	<input type="text"/>
Telephone Number:	<input type="text"/>
Email:	<input type="text"/>
Organisation name:	<input type="text"/>
Role:	<input type="text"/>

Details of the person involved in the incident

Name:	<input type="text"/>
Gender:	<input type="text"/>
Date of birth:	<input type="text"/>

Is there any other information that would be appropriate?

Parent or carer's details (if applicable)

Name:	<input type="text"/>
Address:	<input type="text"/>
Postcode:	<input type="text"/>
Telephone Number:	<input type="text"/>
Email:	<input type="text"/>

Incident details

Date and time of incident:

Details of the incident (Please include all relevant information. Multiple sheets can be attached if required):

Please provide details of any witnesses:

Name:

Address:

Postcode:

Telephone Number:

Email:

Date of birth (if under the age of 18):

Account of the incident:

Child/Vulnerable Adult involved in the incident

Please attach a separate account of the incident by the person to whom the incident happened either as a written account or recorded by an independent person from a verbal account.

Is this a record of a verbal account or written by the person involved? (please tick)

Verbal

Written

Does any further action need to be taken?

Has the incident been reported to any external agencies, if so please also provide further details including any contact information?

If there is more than one child or vulnerable adult involved, a separate form should be completed.

Declaration:

Print Name

Signature

Date

The information provided in this form will be processed by The Conservative Party (the Data Controller) and used solely for the purposes of safeguarding an individual who is involved in a named party activity. This information may be disclosed to Party Members and staff organising the activity, and to medical professionals in the event of a medical issue arising.

Full details of how to exercise your rights, including erasure, are at <http://conservatives.com/privacy> or by contacting the Data Protection team: dataprotection@conservatives.com or 020 7984 8300.