**Safeguarding Incident Reporting Form**

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| **Your name:** | **Name of organisation:** |
| Your role: | IET office/local network: |
| Contact information (you):*Address:**Postcode: Telephone numbers: Email address:* |
| Name of subject (If unknown, add a description); | Subject’s date of birth (if known): |
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| **Are you reporting your own concerns or responding to concerns raised by someone else:*** **Responding to my own concerns**
* **Responding to concerns raised by someone else**

**If responding to concerns raised by someone else please provide further information below of the person who raised the concerns to you:** |
| *Name:**Position within the organisation or relationship to the subject:**Telephone numbers:**Email address:* |
| Date, time and location of incident: |
| Details of the incident or concerns:*Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion, or hearsay.* |
| Subject’s account of the incident: (if possible to obtain) |
|  **Any other present or potential witnesses? Yes/No**If yes please provide:NameRoleContact details |
| **Has the incident been reported to any external agency (eg police or safeguarding lead within the third party setting)? Yes/No**If yes, please provide:Name of the agencyName of the person reported toTheir contact detailsPolice Incident Report NumberAny action agreed or advice given. |
| **To be completed by the IET Safeguarding Lead****What actions have been taken including who the matter has been reported to and when?***Signed: ……………………………………..… (IET Safeguarding Lead)**Date: …………………………… (DD/MM/YYYY)* |

Person submitting this Safeguarding Incident Reporting Form

*Signed: ………………………………………….....*

*Date: ………………………… (DD/MM/YYYY)*

**Privacy Notice**

The personal data collected in this form will be protected and processed by the IET Safeguarding Lead and those employees who are authorised to assist or advise on safeguarding concerns. We may contact you if we need to gather further details regarding the concern. In order to meet our safeguarding obligations we will proportionately share the personal information with external legal counsel, law enforcement, health or social care agencies, where it is lawful and necessary to do so. If you have any questions or concerns about how your personal data will be used please contact the IET Data Protection Office at compliance@theiet.org