

Code	SIF.001
Title	Safeguarding Incident Form
Status	Active
Prepared by	Dorian Roberto Ramírez Sosa
Approved by	Stuart Matthew Hanson
Date Approved	31.08.2025
Revision Number	Version 1.0
Date last amended	31.08.2025
Date of last review	31.08.2025
Date of next review	31.08.2026
Contact Officer	Stuart Hanson
Distribution Status	Controlled

Veritas Mediation Academy - Safeguarding Incident Form

1. Reporting details

Date of Report:	
Time of Report:	
Reporter's Name:	
Role (Staff, Volunteer, Student, Other):	
Contact Information:	

2. Section 2: incident details

Date of Incident:	
Time of Incident:	
Location of Incident:	
Name of Individual(s) Involved:	
Role(s) of Individual(s) Involved:	

3. SECTION 3: DESCRIPTION OF INCIDENT

Provide as much detail as possible, including what happened, who was involved, and any specific concerns about safeguarding.

4. SECTION 4: IMMEDIATE ACTION TAKEN

- ☐ Spoke with the individual(s) concerned
- ☐ Reported to Designated Safeguarding Lead (DSL)
- ☐ Escalated to external agency (e.g., Police, Social Services)
- ☐ Other (please specify): _____

5. SECTION 5: WITNESSES (IF APPLICABLE)

Name(s) of Witness(es): _____

Contact Details: _____

6. SECTION 6: ADDITIONAL INFORMATION

Include any relevant background information or prior concerns. Additional evidence could be added as attachments.

7. REPORTING & ESCALATION

Reported to Designated Safeguarding

Lead (DSL)? ☐ Yes ☐ No

DSL Name:

Date & Time:

DSL Notified:

Further Action Recommended by DSL:

- ☐ No further action required
- ☐ Ongoing monitoring
- ☐ Referral to external safeguarding agency
- ☐ Other:

Safeguarding Incident Form	SIF.001	Version 1.0
Prepared by: Dorian Ramirez	Approved by: Stuart Hanson	Page 3 of 4

8. SIGNATURES

Reporter's Signature: _____

Date: _____

DSL Signature: _____ Date: _____

Confidentiality Statement: This document contains confidential information and must only be shared with relevant safeguarding personnel as required under Veritas Mediation Academy's Safeguarding Policy.



Safeguarding Incident Form	SIF.001	Version 1.0
Prepared by: Dorian Ramirez	Approved by: Stuart Hanson	Page 4 of 4