**Disclosure Reporting Form** for **Writing West Midlands.**

**Submit to Child Protection Officer Jonathan Davidson** [**Jonathan@writingwestmidlands.org**](mailto:Jonathan@writingwestmidlands.org)

Please complete with the information you have, and whenever possible, use the child’s exact words.

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| **Section 1 Details of the child and their parent/carer:** | | | | | | |
| Name of individual | | | | | | |
| Sex: |  | Age: | |  | Date of Birth: |  |
| Parent’s / Carer’s names (if known): | | | | | | |
| Home address/place of residence including postcode (if known): | | | | | | |
| **Section 2 Your details:** | | | | | | |
| Your name: | | | | | | |
| Your position or role: | | | | | | |
| Date and time of incident: | | | | | | |
| Location/event: | | | | | | |
| Your contact details (telephone/email): | | | | | | |
| **Section 3 Your report:** | | | | | | |
| Are you reporting your own concerns or responding to concerns raised by someone else? Please indicate: | | | | | | |
| Responding to my own concerns | | | Responding to concerns raised by someone else | | | |

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| If responding to concerns raised by someone else, please provide their name and position/role within: |
|  |
| Please provide details of the incident or concerns you have, including times, dates, or other relevant information (description of injuries/whether you are recording fact, opinion or hearsay): |
| The individual’s (child’s) account, if it can be given, of what has happened and how: |

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| --- | --- | --- | --- | --- |
| Please provide details of the person alleged to have caused the incident/injury – including where possible their name, address and date of birth (approximate age), role/relationship to individual (stranger, or known to the individual). | | | | |
| Please provide details of any witnesses to the incident(s): | | | | |
| If in school, who have you spoken to? | | | | |
| If yes what was said, also give their name and contact details? | | | | |
| Have you spoken to the Parents? | | | | |
| If yes what was said? | | | | |
| Have you spoken to the person the allegation has been made against? | | | | |
| If yes what was said? | | | | |
| If no, please **do not** approach them. | | | | |
| Have you spoken to anyone else? | | If yes what was said, also give their name and contact details? | | |
|  | |  | | |
| Please provide details of further action taken to date: | | | | |
|  | | | | |
| **Signature** |  | | **Date** |  |
| **FOR OFFICE USE:** | | | | |
| Have you informed the statutory authorities? | | | | |
| Name of Local Safeguarding Children Board: | | | | |
| LADDO’s recommended next steps: | | | | |