

Children's Books Ireland Incident Report Form CONFIDENTIAL

Your name:

Your position:

Child's name (Initials):

Child's date of birth:

Parent/guardian/Caregiver names/s:

Child's home address (and phone number, if available):

What prompted your concerns (include date and time of any incident, also any physical and behavioural signs you have observed):

Have you spoken to the child about this? As best you can, record exactly what the child said and what you said: (remember, do not lead the child – record actual details. Continue on separate sheet if necessary)

Action taken so far:

Has a parent/guardian/caregiver been contacted?

What has been said?

External agencies contacted (date & time)

Gardaí

Yes/no

If 'yes'

Name, unit and contact
number:

Details of advice received:

Tusla

Yes/no

If 'yes'

Name and contact
number:

Details of advice received:

Other (e.g. ISPCC, NSPCC)
24 hr. helpline: 1800 66 66
66 (ROI)
or 0808 800 5000 (NI)

Which:

Name and contact
number:

Details of advice received:

Signature: _____

Print name: _____

Date: _____

Remember to maintain confidentiality on a *need to know* basis (information about an incident should only be divulged if it is needed to remove the child from harm. Do not discuss this incident with anyone other than those who need to know. If unsure get advice from Tusla before contacting child's parents.)

NB: A copy of this form should be sent to the HSE after the telephone report, with the original going to the Children's Books Ireland Designated Liaison Person who will keep it in a locked drawer.