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**Safeguarding Children and Vulnerable Adults Incident Report Form NISQ 25**

CONFIDENTIAL

This form should be completed and returned to the Safeguarding Children Officer, Qualification Department NISQ.

Name of staff member:

Number:

Contact details:

Daytime telephone number:

Name of child/vulnerable adult/candidate:

Candidate number:

Client:

Client contact details:

Date incident discovered:

How was incident discovered?

Details of incident/concerns raised:

Date reported to NISQ Safeguarding Children Officer:

NISQ understands that the discovery and reporting of this incident may have caused some distress. If this is the case and you would like the opportunity to discuss this, please call your line manager.

Official: For the use of NISQ only. To be complete by the Safeguarding Children Officer, NISQ.

Action taken/reported to (centre/police/local child protection agency/social services)

Incident Closed:

Name of staff member closing:

NISQ Safeguarding Children Officer: William McDowell

**William McDowell**

Director Qualification Division

NISQ

**References**

This policy addresses the following legislation acts:

Children, Schools and Families Act 2010

Safeguarding Vulnerable Groups Act 2006

Completed Incident Report forms should be placed in an envelope, mark it ‘CONFIDENTIAL’ and send it to the nominated Safeguarding Children Officer (SCO) at NISQ – who will complete the Safeguarding Incident Register.

Director Qualification Division

The Stables

51 Old Ballygowan Road

Comber

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