

### Child/Young Person Abuse Report Form

Please answer all relevant questions as fully as you can and pass the form on as quickly as possible (even if you cannot complete all sections).

<b>Work location</b>	
<b>Name of child</b>	
<b>Age/Date of birth</b>	
<b>Gender</b>	
<b>Name of parent(s) (if known)</b>	
<b>Home Address (if known)</b>	

**PLEASE COMPLETE THOSE SECTIONS BELOW THAT ARE RELEVANT**

<b>1 DISCLOSURE BY A CHILD OR YOUNG PERSON</b>
When was the disclosure made (dates and times)?
Who did the child/young person make the disclosure to?
What did the child/young person actually say?

**2 INDICATORS**

Describe any signs or indicators of abuse (with times and dates)

Has the child/young person alleged that any particular person is the abuser (if so, please record and the relationship, if any, to the child/young person below)

**3 CONCERNS EXPRESSED BY ANOTHER PERSON ABOUT A CHILD/YOUNG PERSON**

Record the concerns that were passed to you (with dates and times) and if possible, ask the person who expressed the concerns to confirm that the details as written are correct.

**4 DETAILS OF ANY IMMEDIATE ACTION TAKEN e.g. FIRST AID****5 DOES THE CHILD / YOUNG PERSON HAVE ANY PARTICULAR NEEDS, E.G. COMMUNICATION, ETC?**

**To be signed by the person reporting the concern**

Name:

**Date received and actioned by Designated Officer**

Name:

Signed:

Date:

**Action taken by Designated Officer**

Signed:

Date: