

Incident report form

This form is for:

- notifying the local authority department responsible for administering licences of any concerns encountered while looking after a child/children performing in films, TV, modelling, commercials, theatre, sport or any other performance as defined in the Children (Performances and Activities) (England) Regulations 2014 and subsequent statutory instruments.
- the referral of any child protection concerns to the children's social care team covering the area where the child lives – see <https://www.gov.uk/report-child-abuse-to-local-council> for contact details.

This form must be completed as soon as possible (and within 24 hours) after any incident raising child protection concerns, or any breaches of licensing arrangements.

A copy of this form should also be given to the production's designated safeguarding officer (where there is one).

About you (include your name, role and contact details)	
About the production (include date, time and location of incident)	
Incident date	
Number of children involved	
About the child (complete if the incident/concern relates to a specific child. Include the child's name, address, age, licencing authority(ies) if known, and any other relevant information)	
Nature of the incident/concern (include as much detail as you can about what you saw or heard. Ensure that it is factual and record the actual words used rather than your interpretation of what was said. Information should also include information about any adults involved, their role on the production and who they work for.)	
Actions already taken (include whether or not you have spoken to the child's parent/carer or anyone connected to the production and any actions they took in response)	
Date and time of completion	
Signature	

Please continue on additional sheets of paper and attach.