



Incident referral form		
Date of incident:		Time of incident:
Staff Name/s		
Name(s) of child / children involved	Name:	Date of birth:
	Name:	Date of birth:
Give details of incident:		
Immediate actions		
	How	Details
When and how were	1. Verbally on the day at	

parents informed?	normal collection time 2. By phone at the time of incident 3. Confirmation in writing within 3 days Other	
Which other agencies were informed? Ofsted Date: Name: Contact Number: Details of advice given: Date followed up in writing:		
Initial Response Team Date: Name: Contact Number: Details of advice given: Date followed up in writing:		
Early Years and Childcare Team Date: Name: Contact Number: Details of advice given: Date followed up in writing:		
Police Date: Name: Contact Number: Details of advice given: Date followed up in writing:		
Other (e.g. NSPCC) Date: Name: Contact Number: Details of advice given: Date followed up in writing:		
How it was dealt with? Please tick all that apply	1. Internal Assessment (e.g. reviewed risk assessment, or staff deployment resulting from incident) 2. Investigation by Ofsted 3. Investigation by other agencies (please give details)	
Give details and attach any reports or		

