* Please note, duplicated records are not necessary. If there is already a completed Safeguarding, Missing or Physical Intervention form, do not complete a Significant Incident form too.
* **If you are not sure which form to use, please ask a senior member of staff.**
* Write down what happened in chronological order; the time of each event or action must be detailed.
* The report should only contain factual details; don’texpress opinions or make assumptions about what happened.
* Do not write a report for another member of staff
* Avoid using jargon, abbreviations or professional terms unless you are confident that readers will understand them.
* **Don't** use generalisations such as “aggressive”, “verbal” or “offensive”. **Do** use plain English - write down exactly what was said or done, and by whom.
* Always use full names, not initials. If the common name for a person is an alias or nickname, always put the person’s full name in brackets the first time you use the alias.
* Always include the role or job title of any professionals named in brackets.
* Clearly state all diversionary tactics or strategies that were used, and by whom; also state the impact or changes the tactics brought about.
* If a physical intervention was used, describe the intervention in detail including who used the intervention, how long it was used, what was said and done during the intervention until the child/young person was released.
* If more than one intervention was used, use the technical term for the technique , state the order they were used in and why it was necessary to escalate or reduce the intervention.
* Complete all sections. Don't leave sections blank or any significant spaces. If you have nothing to report in a section record NOT APPLICABLE**.**
* Always sign and date the record before submitting it to the Registered Manager, and add updates as they occur, signing and dating the record each time.
* When completing a report form, add brief details to the appropriate tracker.

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| **Type of incident** | **Report to be completed**  | **Related Practice Guidance**  |
| Physical assault or violence caused to a young person or member of staff by a young person  | Significant Incident form HSW3 (online form) Reg 40 (if criteria met, **see below**) Debrief form  | Behaviour Management; Dealing with Challenging or Violent Behaviour |
| Injury, of a serious nature, caused to a member of the public by a young person or staff. | Significant Incident form | Behaviour Management; Dealing with Challenging or Violent Behaviour |
| Accident, of a serious nature, caused to a member of the public by a young person or staff. | Significant Incident form HSW3 (online form)  | Behaviour Management; Health and Safety  |
| Damage, of a serious nature, caused maliciously or non-accidentally. | Significant Incident form Safeguarding form (as needed) Reg 40 (as needed) | Behaviour Management; Dealing with Challenging or Violent Behaviour  |
| Illegal access/possession of controlled drugs or substances. | Significant Incident form Safeguarding formReg 40 (as needed) | Drugs & Substance Misuse  |
| Self-harming, of a serious or persistent nature. | Significant Incident form HSW3 (online form)  | Self-harm  |
| Suicide, attempted suicide or death of a child/young person. | Safeguarding form Reg 40 notification   | Notification of significant events  |
| Checks of a young person or a young person’s belongings  | Room check form  | Searching Children and Bedrooms  |
| Bullying, of a persistent or serious nature. | Significant Incident form Debrief form  | Countering Bullying & Peer Abuse  |
| Physical Intervention (including using Safe Holding Techniques on a child/young person | Physical Intervention form Debrief form  | Use of Restraint and Physical Interventions  |
| Police or other emergency services being notified or attending an incident. | Significant Incident form Reg 40 notification (as needed)  | Offending and anti-social behaviour – when to involve the Police  |
| Sanction applied to a child/young person following an incident  | Sanction form  | Rewards and Consequences  |
| Child is known or suspected to be involved in sexual or criminal exploitation  | Safeguarding form  | Safeguarding Children from Sexual Exploitation; Recognising Abuse and Neglect; Referring Safeguarding concerns  |
| Child has made a disclosure that they have been harmed by an adult (not staff) or other young person | Safeguarding form  | Recognising Abuse and Neglect; Referring Safeguarding concerns  |
| Child has made a disclosure that they have been harmed by a member of staff  | Safeguarding form Reg 40 | Allegations against Staff  |
| Child is absent from the home without consent  | Missing form  | Missing from Care  |

**Criteria for completing a Regulation 40 notice:**

1. Death of a child
2. Referral of a person working in the home to the Disclosure and Barring Service for de-registration
3. Child involved in or subject to, or is suspected of being involved in or subject to, sexual exploitation
4. Incident requiring police involvement has occurred in relation to a child which the registered person considers to be serious
5. Allegation of abuse against the home or a person working there
6. Child protection enquiry involving a child has been instigated
7. Child protection enquiry involving a child has concluded
8. Other incident relating to a child which the registered person considers to be serious.
9. (h) Other incident relating to a child which the registered person considers to be serious.

**Links to forms:**

* Significant Incident form
* Safeguarding form
* Physical Intervention form
* Sanction form
* Missing form
* Room check form
* HSW3 online: (link)
* Reg 40 Notification form – online link
* Debrief form