

## Safeguarding Incident/Disclosure Form

This form should be used to record any disclosure or safeguarding incident in line with our safeguarding policy and procedure.

All allegations, complaints or suspicions of abuse should be recorded as close as possible to the time of the incident. Details of incidents should be recorded in as much detail, and as accurately as possible. Any disclosures of abuse being made should reflect what was actually said. Do not try and interpret any of the information. Just record what was said or witnessed.

<b>Date and time of incident or disclosure</b>
<b>Name, age, ethnicity or religion, any disabilities of person(s) involved</b>
<b>Names of parents or carers, address and telephone numbers of person(s) involved</b>
<b>Names, ages, telephone numbers and addresses of any witnesses</b>
<b>Name, role and contact details of person completing this form</b>

**Office address:**

**DanceSyndrome**  
C/O Pathway Associates  
Suite 2, Waterside,  
St James Court West,  
Accrington, Lancashire,  
BB5 1NA

**Telephone:** 07597 942494  
**Email:** info@dancesyndrome.co.uk  
**Website:** dancesyndrome.co.uk  
**twitter:** @Dancesyndrome  
**facebook:** dancerleddisabilityinspired

**Registered Charity No: 1152664**  
Registered in England and Wales  
**Social Enterprise**  
and company limited by guarantee  
**Company No: 8402154**

**Details of what happened or disclosure of allegations (do not interpret information – use the same language that was used by the participant).**

**Are you reporting:**

Your own concerns

Concerns reported to me by somebody else

**What action was taken (if no action was taken explain why not)?**

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<b>Who did you report the incident to (names and contact details)? DanceSyndrome staff, another agency, parent/carer?</b>
<b>Are any other people potentially at risk?</b>
<b>Any other relevant information</b>

Signed: .....

Date: ..... Time: .....

This form should be kept in a secure and safe place, in compliance with the DanceSyndrome Data Protection policy.

You should seek further guidance and support from:  
- Dawn Vickers, Managing Director on 07875 128015

This form is part of the DanceSyndrome Safeguarding Procedure as implemented in February 2013.  
Last review: November 2019. To be reviewed again: November 2020.

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