

Safeguarding Incident / Disclosure Form



June 2026

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 by children and young people should be a reflection of what was actually said. Do not try to interpret any of the information - just record what was said or witnessed.

Name & role of person completing this form
Group, district and/or activity

About the individual(s) involved

Name	
Address	
Contact number	
Date of birth (or age)	
Gender	
Any other relevant details (e.g. disabilities, faith, ethnicity)	

Parent/carers details, if under 18

Name	
Address	
Contact number	
Email	

Details of any witnesses to the incident

Name	
Address	
Contact number	
Email	

About the incident/disclosure

Date & time	
Location	
What happened? <i>- Do not interpret information - use the same language used by the young person</i> <i>- Are you reporting your concerns or those reported by someone else?</i>	
What action was taken? <i>- If no action was taken explain why</i>	
Are any other young people potentially at risk?	
Any other relevant information	

Who did you report the incident to (give names/roles/dates and, if applicable, reference number)?

Within Woodcraft Folk	
Other agencies	
Parents/carers	

Once completed this form should be shared with your Local Safeguarding Lead and kept securely, in accordance with Woodcraft Folk's data storage policy.

Signed	
Date	
Time	

Further guidance is available from Woodcraft Folk's lead safeguarding officer, Owen Sedgwick-Jell (safeguarding@woodcraft.org.uk, 020 8126 8307), or from:

- Your Local Safeguarding Lead
- Your local Safeguarding Children Partnership, Child Protection Committee or Multi-Agency Service Hub (MASH)
- NSPCC (0808 800 5000)