

# DSL Safeguarding Incident Report Form

**Calling U Out (CUO)**

Confidential – For Safeguarding Use Only

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## Section 1: Basic Information

**Date of Incident:** \_\_\_\_\_

**Time of Incident:** \_\_\_\_\_

**Location / Event Name:** \_\_\_\_

**Venue:** \_\_\_\_\_

**Reported By (Name & Role):** \_\_\_\_\_

**Contact Details:** \_\_\_\_

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## Section 2: Child / Young Person Details

**Name of Child:** \_\_\_\_\_

**Age / DOB:** \_\_\_\_\_

**Dance School (if applicable):** \_\_\_\_

**Parent / Guardian / Chaperone Name:** \_\_\_\_

**Contact Details:** \_\_\_\_

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## Section 3: Nature of the Concern

- ☐ Disclosure by child
  - ☐ Observed behaviour / injury
  - ☐ Allegation against staff / volunteer / judge
  - ☐ Concern raised by parent / third party
  - ☐ Other (please specify): \_\_\_\_
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## Section 4: Details of the Incident / Concern

(Record **facts only**. Use the child's own words where relevant. Do not include opinions.)

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## Section 5: Immediate Action Taken

- ☐ DSL informed immediately
- ☐ Child kept safe / supported
- ☐ Parent / guardian informed
- ☐ Emergency services contacted
- ☐ No immediate action required

**Details:**

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## Section 6: Allegation Against Staff (if applicable)

**Name of Individual:** \_\_\_\_\_

**Role:** \_\_\_\_\_

- ☐ Individual removed from duties pending advice
- ☐ LADO / Children's Services contacted
- ☐ No further action at this stage

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## Section 7: Referral Details

**Referred To:** ☐ Children's Social Care

☐ Police

☐ LADO

☐ Venue Safeguarding Officer

☐ Not referred (record reason below)

**Reason / Outcome:**

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## Section 8: DSL Declaration

I confirm this concern has been recorded accurately and handled in line with CUO safeguarding procedures.

**DSL Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**Storage:** This form must be stored securely and shared only on a need-to-know basis.