



Glenrothes Amateur Musical Association

(Affiliated to the National Operatic and Dramatic Association)



Incident Report – Pro-forma

You may not be able to complete all of the fields in this pro-forma, and not all sections will be relevant to a particular concern.

Name of child:	Age:
Home Address:	Name of parents or carers:
Tel:	
Name of person reporting an incident/ making an allegation:	Name of person to whom the incident/ allegation was reported:
Position in GAMA and/or relationship to the child:	Position in GAMA:
Contact details:	Tel:
Tel:	

Record the nature of the **incident** (eg. bullying, theft, assault):

For allegations of abuse only, complete page 2
For all other incidents, complete “Incident Report – Action”

If an allegation of abuse of a child has been made, record as precisely as possible what was actually said

Name the person (or persons) who have allegedly abused the child:

If concern has been expressed as to the safety of the child, are they expressing their own worries, or are they passing on those from another person?

Own/ Other (delete where applicable)

- Name of the ‘other’ person (if divulged):

- Signature if an adult has expressed the concern (confirming that the details above are accurate):

If the concern is about an incident of abuse to a child, have possible signs or indicators of possible abuse been identified (eg. physical, behavioural or indirect signs)?

Who identified these signs?

Signed:

Date:

If an allegation of abuse has been made, pass a copy of this document to GAMA’s Child Protection Officer



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Incident Report - Action

Attach this document to the “Incident Report – Pro-forma”

Name of person receiving a copy of the “Incident Report – Pro-forma:”

Record what action was taken:

By whom?

When?

Who was contacted (eg other members of Childrens’ Panel, parent, social work)?

- 1
- 2
- 3
- 4

When?

NOTE: GAMA/ CHILD PROTECTION PANEL MEMBERS MUST NOT ATTEMPT TO INVESTIGATE SUSPICIONS OR ALLEGATIONS OF ABUSE. THIS TASK LIES WITH SOCIAL WORK AND THE POLICE.

Response/ advice given?

Outcome:

If a day-to-day incident has been reported, only pages 1, 3 and 4 need be completed. The organisation involved (eg. GAMA Youth) will be responsible for the management and storage of this information. The reports should also be available for inspection by the GAMA Child Protection Officer if requested.

IF AN ALLEGATION OF CHILD ABUSE HAS BEEN MADE, ALL FOUR PAGES MUST BE COMPLETED. THIS DOCUMENT SHOULD THEN BE SIGNED BY 3 MEMBERS OF THE GAMA CHILD PROTECTION PANEL AND STORED BY THE CHILD PROTECTION OFFICER BESIDE ALL OTHER SECURE DOCUMENTS. IT SHOULD BE KEPT ON FILE FOR A MINIMUM OF 10 YEARS. IT MUST ALSO BE AVAILABLE SHOULD THERE BE A REOCCURRENCE OF THE SITUATION, A POLICE INVESTIGATION OR AN APPEAL AGAINST THE PANELS' DECIDED OUTCOME.

Signed:

Date:

Signed:

Date:

Signed:

Date:

Incident Report Number _____

Allegation Report Number _____