

RECORD OF ALLEGATION OF ABUSE BY A STAFF MEMBER OR VOLUNTEER

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| Name of child/children | |
| Name of staff member or volunteer Position held in pre-school | |
| Date and time of incident: | |
| Where the incident took place | |
| Name of any witnesses | |
| Details of the incident | |
| Details of any steps taken at the time | |
| Details of any force used? | |
| Details of injuries suffered by those involved | |
| Signature of DSL | |
| Date | |

You must contact the LADO by completing an Allegations against staff, carer and volunteers form