

Record of allegation against staff (inc. volunteer, student etc) or management committee member

Date and time of incident/disclosure	
Date and time of report	
Name of person to whom the incident was reported	
Position held in pre-school	
Contact details	
Name of person making the report	
Position held in pre-school	
Contact details	
Name of child	
Age of child	
Details of parent/carer(s)	
Details of any sibling(s)	
Name of individual	
Position held in pre-school	
Name(s) of any witnesses	

Grindleford and Eyam Playgoup

When and where the incident took place
Details of the incident
Details of injuries suffered by those involved
Details of any steps taken at the time
If referral not made, note reason here
Signature
Date