



ACYP CHILD PROTECTION REPORT  
FORM (CPRF-01)



# ACYP Child Protection Report Form (CPRF-01)

## 1. How and When to Use the CPRF-01

If you have knowledge that a child might be at risk of harm, please complete this form to the best of your knowledge.

Child protection concerns must be reported (orally or in writing) directly to the Child Protection Lead at ACYP (preferably within the same working day) – depending on the urgency, you may wish to complete this form before contacting the CPL or you may wish to complete the report afterwards. Also use this form to report an accident or incident. Our explanation of an accident is an unplanned event that results in an injury or could have resulted in an injury or results in damage to equipment or property OR harm to the environment. An incident is an unpleasant or unusual event. The report should be written and signed only by you to guarantee confidentiality. It should be sent only to the CPL, who will hold it in a safe and secure place and treat it with the strictest confidentiality. *(Some sections in this form have been drawn from Eurochild Child Protection Policy)*

## 2. About you

Your name: \_\_\_\_\_

Your job title: \_\_\_\_\_

Organisation you work for: \_\_\_\_\_

Nature of your contact with the child: \_\_\_\_\_

Contact details: Tel: \_\_\_\_\_

E-mail: \_\_\_\_\_

## 3. About the child

Child's name: \_\_\_\_\_

Child's gender: \_\_\_\_\_

Child's age: \_\_\_\_\_

Child's address: \_\_\_\_\_

Child's parents/guardians: \_\_\_\_\_

Has any treatment been given to the child? Treatment given by

\_\_\_\_\_

Taken to hospital YES \_\_\_\_\_ ; NO \_\_\_\_\_ ; If yes, which hospital and how taken

\_\_\_\_\_

#### **4. About your concern;**

Details of incident

Was the incident: (insert ✓)

a) Observed by you .....b) Suspected ..... c) Disclosed to you .....

If the concern was shared by someone else, please state who and their relationship to the child:

\_\_\_\_\_

What happened? Give cause (how and why) if known - If you include personal observations please make a distinction between what is a fact and what is opinion or hearsay (e.g. child's emotional state, visible injuries, etc.):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (Use a different paper if needed)

Did the child/young person or another source say anything to you [if relevant] and how did you respond to him or her: [Do not lead the child. Record actual details]

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (Use a different page if needed)

Date of the alleged incident: \_\_\_\_\_

Time of the alleged incident: \_\_\_\_\_

Location of the alleged incident: \_\_\_\_\_

Name of the alleged perpetrator (if applicable): \_\_\_\_\_

Were there any other children/people involved in the alleged incident? \_\_\_\_\_

Are any other children at risk of harm? \_\_\_\_\_

Action taken by you:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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### **5. For completion by the Child Protection Lead:**

Incident/Accident investigated: Yes..... No.....

Written investigation report necessary: Yes .....No.....

Written investigation report necessary: Yes..... No .....

In order to determine the cause of the incident or accident, it may be appropriate to interview parties who were involved. Witness detail, statements, etc. can be added here

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*(Use an additional paper if needed)*