



FMV IŞIK SCHOOLS

INCIDENT INTERVIEW AND FOLLOW-UP FORM

This form will be used by the school staff to record the interview and incident follow-up for the purpose of following the abuse reports or suspicions specified in the Incident Report Form. The form will be sent to the school administration at the end of the interview.

Information about the Interview:
Date of Interview:
Name, Surname and Duty of the Person(s) Requesting the Interview:
Name and Surname of the Interviewed Person/Persons:
Information About the Child:
Name, Surname:
School and Class:
Interview / Follow-up Record:
Content of the Interview:

Action / Decision Taken, if any:

Sign:



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INCIDENT REPORT FORM

This form will be used by members of staff or volunteers to record disclosures or suspicions of abuse. The completed form should be sent to the school administration.

Details of the person reporting the allegations/suspicions	
Name,Surname:	Position:
Place of Work:	Contact Phone Number:
The child's details:	
Name,Surname:	
School-Class:	
Date of Birth:	
Other relevant details about the child (<i>Eg family circumstances, physical and mental health, any communication difficulties.</i>):	
Details of the allegations/suspicions	

Are you recording:

- Disclosure made directly to you by the child?
- Disclosure or suspicions from a third party?
- Your suspicions or concerns?
- Other:

Date and time of disclosure:

Date and time of incident:

Details of the allegation/suspicions. State exactly what you were told/observed and what was said. Use the person's/persons' own words as much as possible):

Action taken so far/ decision:

Signed:

Date: