

Appendix 2.2 Reporting Abuse and Neglect – What to include in a written record of the incident.

Make a written record of the incident as soon as possible.

Try to make sure anyone else who saw or heard anything related to the concern also makes a written record.

Use the checklist below as a prompt:

	The date and time when the disclosure was made, or when you were told about/witnessed the incident(s).
	Who was involved, any other witnesses including other adults with care and support needs and/or staff.
	Exactly what happened or what you were told, in the adult's own words, keeping it factual and not interpreting what you saw or were told.
	The views and wishes of the adult.
	The presentation and behaviour of the adult and/or the person making the disclosure.
	Any injuries observed.
	Any actions and decisions taken at this point.
	Any other relevant information? e.g. previous incidents that have caused you concern.