

Safeguarding and Incident Report Information

Please use the updated [HO Safeguarding and Incident Form](#) to record any child protection or safeguarding incidents as per the OPCC/VRP Safeguarding policy.

- 1. If you are receiving funding from the West Midlands Violence Reductio Partnership and a safeguarding or child protection incident directly arises from a commissioned intervention/project or is of a high level of severity:**
 - o This includes incidents of violence or where there has been a 'near miss'. 'Incidents of violence' include – but are not limited to – incidents involving knife crime, violence against the person, violence where injury has been sustained, violence including the use of other weapons (Please see the [HO Safeguarding and Incident Form](#) for further guidance and relevant incidents).
 - o Relevant information about the incident should be reported to relevant VRP designated project lead, VRP Director and VRP designated safeguarding lead (DSL) (and YEF where relevant) **as soon as possible after the event has occurred, but within a maximum of one calendar day/24 hours. (*NB – VRP Director is required to flag instances to Home Office within 24 hours of the incident occurring).**
- 2. If you are reporting an incident that relates to VRP's own staff, contractors or activity, which falls within any of the definitions of abuse as outlined in the [OPCC/VRP Safeguarding Policy](#). This should be done within one calendar day of the incident.**

In an emergency, where a crime has been committed and/or a person has been injured, do not delay in informing the emergency services.

All the information on this form must be treated as confidential and reported to VRP Director (sara.roach1@westmidlandspolice.uk) and VRP Designated Safeguarding Lead (amberlily.hunt@westmidlands.police.uk) as soon as possible.

When completing this form, keep the information included as factual as possible and do not include any subjective observations e.g. 'the child seemed confused'.

Please complete this form as fully as possible. Refer to the [OPCC/VRP Safeguarding Policy](#), and seek advice from organisational DSL in VRP and/or OPCC¹ should you have any queries about this reporting form or process.

¹ Amber Lily Hunt – VRP Programme Coordinator and Designated Safeguarding Lead (amberlily.hunt@westmidlands.police.uk)

Safeguarding and Incident Report Form – process and timings

THIS PROCESS SHOULD BE COMPLETED ON THE SAME DAY, AS SOON AS POSSIBLE AFTER THE INCIDENT OCCURS, AND NO LATER THAN WITHIN ONE CALENDER DAY OF THE INCIDENT OCCURING

1. Safeguarding incident occurs



2. Incident Form completed by person observing incident/representative of provider involved



3. If you are reporting an incident that relates to VRP’s own staff, contractors or activity, complete Incident Form and email directly VRP Director and VRP Designated Safeguarding Lead. **Step 4 and 4a not applicable in this type of incident.**

3a. Where an incident occurs in relation to a commissioned intervention (i.e. incident of violence), the person observing the incident/representative of provider involved submits completed incident form to relevant Project Manager/Project Lead, VRP Director and VRP Designated Safeguarding Lead **AS SOON AS POSSIBLE ON THE DAY THE INCIDENT OCCURRED, AND NO LATER THAN ONE WORKING DAY**

4. VRP Project Lead forwards completed Incident Form to VRP Director and VRP DSL outlining clearly the contact with provider and any next steps that are taking place

(*when on leave/offline, all VRP staff to please ensure that they have a named alternative contact in their out of office response)

4a. VRP Project Lead continues to liaise with provider/person who has completed the incident form to ensure that it is properly completed and all relevant information is

Throughout this process, VRP Project Lead

- To keep VRP Director/VRP DSL updated as and when any additional information is shared
- Ensure that the provider has adhered to their own safeguarding policy
- All information is properly stored and recorded and shared

5. VRP Director/VRP DSL and SLT to decide/confirm if

- any additional action is required, including
 - support to staff/the affected individuals
 - whether we need to develop a comms plan/response
 - pausing/suspending any associated/linked interventions
- if police haven’t been notified, to confirm if their involvement is required
- Following an assessment of the severity of the incident, escalate/flag to Home Office SPoC if it is deemed appropriate

WM VRP Safeguarding and Incident Report Form

Please use this form to record any child protection or safeguarding incidents that:

- directly arise from the Project, are of a high level of severity (please refer to the [guidance at the end of this form](#)) and fall within any of the Home Office definitions of a ‘Critical Incident’¹. This should be done within **24 hours** of the incident; or
- (for any incident that is related to the Youth Endowment Fund (YEF)’s own staff, contractors, or YEF-funded staff members of the project) falls within any of the definitions of abuse – please refer to Appendix 1 of the YEF Safeguarding Policy. This should be done within 24 hours of the incident.

In an emergency, do not delay in informing the emergency services.

All the information on this form must be treated as confidential and anonymised. The form WILL be sent within 24 hours to:

- The relevant Home Office SPOC
- Serious Violence Fund Mailbox
- YEF DSO (where appropriate if related to a YEF-funded project)
- YEF serious incident mailbox (where appropriate if related to a YEF-funded project)

When completing this form, keep the information included as factual as possible and do not include any subjective observations e.g. ‘the child seemed confused’.

In the event of a **critical incident occurring outside of working hours** (at weekends and on bank holidays for example) please also copy your form and email to our Emergency Response Team at the Home Office at: PSGERT@homeoffice.gov.uk using the subject header, **‘Notification of a Critical Incident to SVRU on call contact’** in your email. If you need to call the team urgently, please do so at: 0300 071 2364.

Please ensure any personal level data i.e. full name, is redacted when submitting the form.

Please complete this form as fully as possible and include any additional information not specified in the template which you believe is relevant to providing the Home Office (and YEF where appropriate) with a comprehensive understanding of any wider risks presented by the incident or its handling.

Your name and position	
Your email and telephone	
Date of disclosure (or date the funded organisation became aware of the incident)	

Time of disclosure (or time the funded organisation became aware of the incident)	
Location of disclosure (where applicable)	
Date (or range of dates) of incident	
Time of incident (if known)	
Is the incident still ongoing?	
Where did the incident take place?	
Age of the person or persons who have been (or are alleged to have been) abused or mistreated, or who have been involved in the incident	
Describe the connection to the funded organisations of the person(s) who has been or is alleged to have been abused/ mistreated (e.g. beneficiary, trustee, volunteer, staff member) or who have been involved in the incident. Please include how long they have been involved in the programme, what pathway they were in at the time of the incident (e.g. engagement, disengaged, disruption), whether they are still engaging with the programme and if the incident has caused them to move pathways.	
Details of people involved (if known) – please do not provide personal information such as name	
Brief description of incident including: - type of abuse or mistreatment (e.g. sexual, physical, psychological)	

<p>- anything said during the incident (verbatim if possible)</p> <p>- physical appearance or behaviour of those involved - observations of parents and/or carers present</p> <p>- The extent of any injuries</p>	
<p>Please describe any security, safeguarding or safety plan measures that have been put in place or are being considered</p>	
<p>Details of any witnesses including contact details:</p>	
<p>Do you know or suspect that a crime has been committed?</p> <p>If yes, have the police been informed?</p> <p>If yes, what police action has been taken?</p>	
<p>Have you reported the incident to any other regulator(s) or statutory agencies (e.g., the local authority, or clinical commissioning group)?</p>	
<p>Detail the action you have/will take (e.g. notify Home Office SPOC and policy officials (YEF DSO where appropriate), notify project lead)</p>	
<p>Did you notify anyone else? If so, who?</p>	
<p>Any other information (please detail anything else that you believe to be helpful or important) such as: Any changes to the provision to respond to the relevant behaviour.</p>	

<p>- has the young person/people involved in the incident had contact with other VRU services? If so please what form did that contact take, including when it took place, the duration of the contact (e.g. how long they had been receiving interventions), how regularly etc.</p> <p>(if this is not known at the time of the incident report, information can be provided in a follow up to the Home Office by the VRU)</p>	
<p>Are you aware of any arising media coverage?</p>	

Serious Incident Reporting Guidance

The Home Office (and YEF where appropriate) expect the following incidents to be reported:

- homicide as victim or charged as perpetrator.
- is a victim or perpetrator of assault amounting to attempted murder.
- is a victim or perpetrator of serious sexual offences including rape.

Beyond these, and safeguarding allegations made against a member of staff funded by the programme, below are some indicative examples of types of serious incident to report to the Home Office (and YEF where appropriate):

- Use of weapon or possession of offensive weapon, including acid/corrosive substances to cause harm. Report on the possession of weapon only occurs after support has been accepted. Possession should be evidenced (arrested/charged/ convicted) as opposed to just being intel led.
- Abduction or attempted abduction.
- Supplying large quantities of drugs or possession with intent to supply.
- Staff/volunteer being found with child abuse images on device(s).
- Immediate risk (perpetrator and victim) of honour-based violence, criminal and/or sexual exploitation, female genital mutilation. Only report on the risk of exploitation if this risk arises or escalates after the initial reason for referral and is an imminent risk.
- Immediate risk of self-harm requiring hospital support.
- Discovering that an employee or volunteer coming into contact with children or vulnerable adults is a registered sex offender.

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