

Guide to Incident Reporting for Mentors and Coaches

At time of the incident ensure all staff and young people are

As soon as possible make accurate notes on the incident – written or using My Concern App

Where possible include:

- a. Date and times – of incident
- b. Names of all involved (staff and YPs)
- c. As much detail as possible

If using My Concern App revisit the Concern on the software and add in / complete as much information as possible – not already included

Once submitted it will alert the DSL and DDSL that a new concern has been raised. They can then follow up any issues raised.