



Incident Form - Phoenix Youth Provision

Project Name: -

Staffing Details: -

Date:-

Personal Information of Person / People Involved. (Use second sheet if needed).

First Name: -	Last Name: -
Phone Number: -	Date of Birth: -
Emergency Contacts: - (Name / P. Numbers)	Address: -

Name and age group of perpetrator/s:	Ethnicity of perpetrator	Gender of perpetrator:

Information about the Accident / Incident:-

Type of report/incident:

Bullying ☐ Prejudice-based incident ☐ Both ☐

Concern raised by:

Victim ☐ Perpetrator ☐ Third party – staff ☐

Child/young person ☐ Parent/carers ☐ Other ☐

Where did the incident take place? Tick all that apply.

Salvation Army ☐ Scaldgate ☐ Manor ☐

School ☐ Feldale ☐ In a house ☐

Toilets

☐

Street

☐

Online/social
media

☐

On the way
to/from youth club

☐

Other (please describe below)

☐

Details of reported bullying/incident (please include any derogatory language used):

Bullying/incident was to do with:

(Tick all the boxes that apply from sections A and B).

Section A (protected characteristics under the Equality Act and statutory requirements under Prevent) – for definitions see Appendix 1.

Disability/special educational needs/medical condition/mental health

Ethnicity/race

Gender identity

Religion/belief

Sex

Behaviour involved in the bullying/incident – tick the main behaviour(s) used in the bullying or incident:

Cyberbullying

Damage to property

Indirect/social

Physical Abuse (against staff)

Physical Abuse (against young person)

Possession/distribution of offensive materials

Sexual abuse/harassment (against staff)

Sexual abuse/harassment (against young person)

Verbal Abuse (against staff)

Verbal Abuse (against young person)

Are any of the individuals at risk of radicalisation?

For PYP use – actions and decisions following incident (to include contact with parents, pupil advice, referrals etc).

Restorative approaches used?

Yes/No

Any other information

Completed By Print

Completed By Sign:

Young Persons Print:

Young Persons Sign:

Date/Time: