

1 Incident Form and Log

GDPR-compliant recording of safeguarding concerns — in three parts

Overview of the three parts

This document has three parts, each with a different level of access:

Part A — Incident Form: completed by any staff member or volunteer who receives or observes a safeguarding concern. Submitted to the DSL. Access: the person who completed it plus the DSL and Alternate DSL.

Part B — Case Log: maintained by the DSL. All case decisions, actions, consultations and communications recorded here. Access: DSL and Alternate DSL only (and external safeguarding advisor when engaged on the case).

Part C — Identity Index: links reference codes used in Parts A and B to the real names and contact details of the parties. Access: DSL and Alternate DSL only. Stored separately from Parts A and B.

GDPR note: all three parts contain personal data. Parts A and B use reference codes (e.g. "P-001" for person at risk, "A-001" for alleged perpetrator). Part C is the only document that links codes to real names. This is pseudonymisation as required by GDPR Article 4(5). See O3 for full data handling guidance.

Part A — Incident Form

[Complete immediately or within 24 hours of receiving a concern. Use reference code, not real names. Submit to DSL.]

Reference code	[Assign a code: e.g. "Case 2025-07"]
Form completed by	[Your name, role — NOT recorded in the case log]
Date concern received	[DD/MM/YYYY]
Time concern received	[HH:MM]
Location	[Where were you when you received this? Where did the incident occur?]

A.1 Type of concern

[Tick all that apply:]

Disclosure	The person told you directly what happened.
Observation	You saw or heard something concerning.
Allegation	A concern was raised about a staff member or volunteer.
Third-party report	Someone told you what another person had experienced.
Other	[Describe]

A.2 Nature of the concern



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[Describe the concern. Use the categories below as a guide — the concern does not have to fit neatly into one category. Include ALL concerns, not only those involving physical harm. Tick any that apply:]

Physical harm	Abuse, assault, injury — describe below.
Emotional or psychological harm	Humiliation, intimidation, threats, controlling behaviour.
Sexual harm	Any sexual act or behaviour without consent. Any concern involving a child and sexual content.
Neglect	Failure to provide adequate care, supervision, food, warmth, medical attention.
Financial or material exploitation	Theft, fraud, controlling someone's money.
Boundary violation	Inappropriate contact, communication or relationship.
Discrimination or harassment	Based on identity characteristic.
Welfare concern (not yet reaching abuse threshold)	A participant who appears distressed, withdrawn or at risk without a specific incident.
Grooming or pattern behaviour	Repeated low-level boundary violations suggesting a pattern.
Other	[Describe]

A.3 Account of the concern

Write down exactly what the person said to you, in their words, using quotation marks. If this is an observation, write down exactly what you saw or heard. If this is a third-party report, write down what the third party told you (not the original person's words):

[Write the account here. Do not include your interpretation — only what was said or observed. Use reference codes, not real names.]

[Continue on a new page if needed. Note: page number and reference code at the top of each continuation page.]

A.4 Immediate safety assessment

Was the person in immediate physical danger when you received this concern?

[Yes — describe action taken:] / [No — state why not:]

Did you call 112 or emergency services? [Yes / No]

A.5 Third-party concerns — duty of care note



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If this concern was raised by a third party on behalf of someone else who has not consented to disclosure, record the following:

Third party's name [if known and if they are willing to be identified]: [Or: anonymous/declined to be named]

Was the third party aware that you would report this to the DSL? [Yes / No / Unknown]

Note: the DSL will assess whether the duty of care requires action regardless of the third party's or person at risk's preference. This decision is recorded in Part B.

I confirm this record is accurate to the best of my knowledge.

Signature: _____ Date: _____ Time: _____

Part B — DSL Case Log

[RESTRICTED — DSL and Alternate DSL access only]

Case reference code	[e.g. Case 2025-07]
Date case opened	[DD/MM/YYYY]
Date Part A received	[DD/MM/YYYY]
DSL responsible	[Name]
Alternate DSL	[Name]

B.1 Initial triage — RASCI

Record who is Responsible, Accountable, Supportive, Consulted and Informed for this case:

Role	
Responsible (day-to-day case management)	[Primary DSL name]
Accountable (final decision-making authority)	[Primary DSL name or board chair if DSL conflict]
Supportive (Alternate DSL or external backup)	[Name]
Consulted (external safeguarding advisor, if engaged)	[Name, organisation, date engaged]
Informed (board chair, if Major case)	[Name, date informed]

B.2 Classification

Initial classification: [MINOR / MODERATE / MAJOR]

Reasoning: [Record why this classification was assigned]

Date classification reviewed: [DD/MM/YYYY]



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Revised classification (if changed): [MINOR / MODERATE / MAJOR]

Reasoning for revision: [Record why]

B.3 Case record

[Record all decisions, actions, consultations and communications in date order. Include: date and time; what was decided or done; who was consulted; who was informed; what was communicated to the person at risk and the person who raised the concern. Use reference codes throughout — no real names.]

[Continue on additional pages as needed. Reference code and page number at the top of each page.]

B.4 Case closure

Closure criteria — ALL must be met before the case is closed:

All agreed actions completed: [Yes / No — list outstanding]

Person at risk informed of outcome: [Yes / No — describe]

Person at risk confirmed safety (where applicable): [Yes / No]

External reports submitted (programme body, funder, statutory authority): [Yes / Not required — describe]

Learning fed back into R0 (risk register) and P4 (training): [Yes / No — describe]

Closure reviewed and agreed by both DSL and Alternate DSL: [Yes / No]

Case closed: [DD/MM/YYYY]

DSL signature: _____ Alternate DSL signature: _____

Part C — Identity Index

[MOST RESTRICTED — DSL and Alternate DSL only. Stored separately from Parts A and B.]

Reference code	Real name
[e.g. P-001]	[Person at risk full name]
[e.g. A-001]	[Alleged perpetrator full name]
[e.g. R-001]	[Person who raised the concern]
[e.g. W-001]	[Witness name]

GDPR

This document links pseudonymous codes to real names. It is therefore personal data, not anonymous data. It must be stored separately from Parts A and B in a more restricted location with its own access control. Retention period follows the case — see O3 for retention periods by data type and country.

Glossary of Key Terms (Safe Spaces) — for definitions of all bolded terms in this document.

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