**Statement of:**

**Date of Statement:**

**Incident Date: Time of Incident:**

**Who was involved in the incident?**

**Who was it reported to?**

**Any other witnesses?**

**Has CCTV been checked? Yes No**

**If yes do we have CCTV of the incident?**

**Disclosure statement to be read to student:**

**Staff to inform student:** I have to let you know, that if you inform me of anything that may put you at risk of harm, that this information may be shared with parent/carers and other appropriate professionals, if required, including the police and social care. Are you ok with this?

**Student Response: – YES/NO**

If No, give reason why:

**Signed by Student:** **Witnessed by (staff):**

**Date: Time:**

**Staff** – Read out staff concern off CPOMs.

**CPOMs Incident details staff/date/time**:

Ask the student: Is this an accurate account of what you said?

**Student’s Response:**----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Ask the student ‘Do you what to tell me again, what has upset you, or what happened?’

**Student’s Response:**----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

CONT…----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**This statement (signed by me) is true to the best of my knowledge. This statement has been completed by the student / myself as a member of staff\****(delete as applicable)*

**Signed by Student:** **Witnessed by (staff):**

**Date: Time:**