

# Incident Report Procedure for Mentors and Coaches

Staff member uses the My Concern App or My Concern software  
 Include as much detail as possible  
 Once submitted the Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (DDSL) are alerted to the incident  
 Any further action and responsibilities can then be actioned

Incident  
 Dealt with in session by schools and DRW staff

**Red** – HR staffs concern, serious violent incidents inside/outside sessions regarding young people/young people being hospitalised/serious staff injury/young person on programme being arrested for serious crime/staff assault, suspended delivery within school

**Amber** – Incidents that have involved some form of staff de-escalation

**Green** – Low level incident

Complete as much detail as possible on My Concern Software/App

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DSL or DDSL to action the relevant response to the incident

If incident deemed as RED (12hr response)

If incident deemed as AMBER (24 hr response)

If incident deemed as GREEN (48hr response)

Agree any actions or responsibilities moving forward

Review with DSL or DDSL and decide further action

Review incident with DSL or DDSL and action appropriately

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