

**ANNEX A - DEFENCE SAFEGUARDING PARTNERSHIP BOARD (DSPB)  
SAFEGUARDING INCIDENT REPORTING FORM**

| Reporting Details |  |  |  |  |  |  |  |
|-------------------|--|--|--|--|--|--|--|
| Date of Report    |  |  |  |  |  |  |  |
| Name of Notifier  |  |  |  |  |  |  |  |
| Title             |  |  |  |  |  |  |  |
| Agency            |  |  |  |  |  |  |  |
| Address           |  |  |  |  |  |  |  |
| Tel No            |  |  |  |  |  |  |  |
| Email             |  |  |  |  |  |  |  |

| Subject(s) of Report |         |                   |     |         |        |                               |                          |
|----------------------|---------|-------------------|-----|---------|--------|-------------------------------|--------------------------|
| First name           | Surname | Any known aliases | DOB | Address | Gender | Date of Death (if applicable) | Rank/Service Number/Unit |

| Family Composition/Significant Others |                                   |     |         |                          |                                 |  |
|---------------------------------------|-----------------------------------|-----|---------|--------------------------|---------------------------------|--|
| Name                                  | Relationship to Subject of Report | DOB | Address | Rank/Service Number/Unit | Commanding Officer/Line Manager |  |

**OFFICIAL-SENSITIVE-PERSONAL (when completed)**

| <b>Agencies known to be involved with the case</b> |               |                               |                              |
|--|---------------|-------------------------------|------------------------------|
| <b>Name</b>  | <b>Agency</b> | <b>Address, Tel No./Email</b> | <b>Nature of involvement</b> |

**Reason for report (please put a X in the boxes that apply)**

- A child has died (including cases of suspected suicide), and abuse or neglect is known or suspected.**
- A child has been seriously harmed and abuse or neglect is known or suspected.**
- There was clear evidence of a risk of significant harm to a child that:**
  - Was not recognised by organisations or individuals in contact with the child or perpetrator; or**
  - Was not shared with others, or**
  - Was not acted on appropriately.**
- The death of a person aged 16 or over has, or appears to have, resulted from violence, abuse, or neglect by a person to whom s/he was related or with whom s/he was or has been in an intimate personal relationship, or a member of the same household as him/herself, held with a view to identifying the lessons to be learnt from the death.**
- The case highlights or could highlight improvements needed to safeguard and promote the welfare of children. For example, injury in a MOD community setting.**
- The case highlights or could highlight recurrent themes in the safeguarding and promotion of the welfare of children, e.g., the failure to share information which led to a child being at increased risk.**
- The case raises or may raise issues relating to the safeguarding and promotion of the welfare of children in institutional settings, e.g., failure to respond appropriately to safeguarding issues in training establishments.**
- The case highlights or could highlight concerns regarding two or more agencies working together effectively to safeguard and promote the welfare of children.**
- One or more agency or professional considers that its concerns were not taken sufficiently seriously, or acted on appropriately, by another.**
- The child concerned was the subject of a child protection plan or had previously been the subject of a plan.**

**OFFICIAL-SENSITIVE-PERSONAL (when completed)**

The case suggested that the MOD SBP may need to change local procedures, or that protocols and procedures are not being adequately promulgated, understood, or acted on.

There are indications that the case may attract media interest.

**Summary of Events**

**Location of incident:**

Please outline events and circumstances which triggered this report:

This reporting form is now complete.

Please return to: [People-AFFS-Safeguarding-Mailbox@mod.gov.uk](mailto:People-AFFS-Safeguarding-Mailbox@mod.gov.uk)