

This form should **always**  
be used in conjunction  
with the Incident Report  
Form



Fermanagh & Omagh  
District Council  
Comhairle Ceantair  
Fhear Manach agus na hÓmaí

### Record of a Disclosure

**When was the disclosure made (dates and times)?**

**What were the immediate circumstances leading to the disclosure?**

**Were there others present at the time of the disclosure?**

**Yes**

**No**

**Don't Know**

☐

**If Yes, please state who (name and position) and what role they played.**

**Exactly what did the individual say and what did you say?**

**(Remember do not lead the individual – record actual details.**

**Continue on a separate sheet if necessary).**

## 2. Signs

Describe any factual signs of physical injury evident on the person:

Describe any factual signs of behavioural changes displayed by the person:

Have they alleged that any particular person is the abuser? (If so, please record the details below)

Was the individual informed to any future course of action?

## 3. Signatures

Signed:

Date:

\_\_\_\_\_ (Person reporting concern)

\_\_\_\_\_

\_\_\_\_\_ (Line Manager)

\_\_\_\_\_

\_\_\_\_\_ (Designated Officer)

\_\_\_\_\_