

MADANI SCHOOLS FEDERATION | Statement Form

SECTION 1 | To be completed by any **pupil/** member of staff requested to complete a statement

| | | | |
|---|--------------------------|--|-------------|
| Name: | | Surname: | |
| Madani Girls School | | Madani Boys School | |
| Form/ Department/ Team: | | Age: | DOB: |
| Date of incident: / / | Time of incident: | Length of incident: (Hour, minutes) | |
| Incident location WHERE: (Address, Street, opposite, corner of, near, inside, outside) | | | |

| | | |
|--|------------------------|--|
| Details of WHAT happened: <i>(Brief description of what happened)</i> | NEGATIVE CODE/S | |
| | C1 | |
| | C2 | |
| | C3 | |
| | C4 | |
| | C5 | |

Details of **WHO** was involved? *(Gender/ ethnicity/ age/ hair/ build/ height/ complexion/ distinctive features/ clothing/ known or recognized)*

Full details of **WHY** the incident/s occurred? *(Instigator, trigger, background or historical reference)*

SECTION 2 | I hereby confirm that this statement (consisting of ___ pages) is true to the best of my knowledge and understand the importance & my responsibility to provide an accurate account.

| | |
|--------------------------------|-------|
| Signature of statement writer: | Date: |
|--------------------------------|-------|

| | |
|---------------------------------|-------|
| Signature of statement witness: | Date: |
|---------------------------------|-------|

OFFICE USE ONLY | Actions & Referral/s: Please tick appropriate boxes

| | | | | | |
|--|---------------------------------------|------------------|-----|--------------------|-----|
| | Police/ PO/ PSCO | CCTV Footage | Y N | No further action | Y N |
| | School Designated Safeguarding Leader | Mentor Referral | Y N | Detention | Y N |
| | LADO/ SS (Attach form to LSCB form) | Parents informed | Y N | On Call | Y N |
| | Nurse/ GP | Notes attached | Y N | Internal Exclusion | Y N |
| | SLT HOK Tutor | EWO Referral | Y N | Exclusion | Y N |
| | Other _____ | PSP Referral | Y N | Other | Y N |

Please use overleaf or attach a copy of any additional notes to this form