

**Vale of Glamorgan Council**

**MANAGEMENT OF VIOLENCE AT WORK PROCEDURES**

**Appendix 1**

**Helpful guide for information required when reporting incidents to the police**

The following information is recommended to have to hand prior to reporting incidents to police via 101 or by emailing swp101@south-wales.police.uk.

|  |  |
| --- | --- |
| Name of victim |  |
| Victim’s DOB |  |
| Victim’s address: |  |
| Name of perpetrator(if known) |  |
| Description of the assailant/offender |  |
| Time of incident |  |
| Location of the incident |  |
| Description of the incident (if you’re unaware of the perpetrator details please provide a description) |  |
| Are there any witness’ or evidence (i.e. CCTV) |  |
| The Council will always look to support the council employee to take the incident further and would require an update on the progress of the police investigation. If there are issues with this please discuss with health and safety and note the issues here |  |
| Please request a Police incident/ occurrence number.  |  |
| Please advise the police the employee is a Vale of Glamorgan employee and the incident occurred during their work time – confirm that you have done this here. |  |
| Form completed by: |  | Date: |  |

**This form is available in Welsh / Mae’r ffurflen hon ar gael yn Gymraeg**