

## Template incident reporting form

Your name:	Name of organisation:
Your role:	
Contact information (you):	
<i>Address:</i>	<i>Postcode:</i>
<i>Telephone numbers:</i>	<i>Email address:</i>
Child's name:	Child's date of birth:
Child's ethnic origin: <i>Please state</i>	Does child have a disability: <i>Please state</i>
Child's gender:	
<input type="checkbox"/> Male <input type="checkbox"/> Female	
Parent's / carer's name(s):	
Contact information (parents/carers):	
<i>Address:</i>	<i>Postcode:</i>
<i>Telephone numbers:</i>	<i>Email address:</i>
Have parent's / carer's been notify of this incident?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If YES please provide details of what was said/action agreed:	
Are you reporting your own concerns or responding to concerns raised by someone else: <input type="checkbox"/> Responding to my own concerns <input type="checkbox"/> Responding to concerns raised by someone else	
If responding to concerns raised by someone else: <i>Please provide further information below</i>	
<i>Name:</i>	
<i>Position within the sport or relationship to the child:</i>	
<i>Telephone numbers:</i>	<i>Email address:</i>
Date and times of incident:	
Details of the incident or concerns: <i>Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.</i>	
Child's account of the incident:	

Please provide any witness accounts of the incident:

Please provide details of any witnesses to the incident:  
*Name:*  
  
*Position within the club or relationship to the child:*  
  
*Date of birth (if child):*  
  
*Address:* *Postcode:*  
*Telephone number:* *Email address:*

Please provide details of any person involved in this incident or alleged to have caused the incident / injury:  
*Name:*  
  
*Position within the club or relationship to the child:*  
  
*Date of birth (if child):*  
  
*Address:* *Postcode:*  
*Telephone number:* *Email address:*

Please provide details of action taken to date:

Has the incident been reported to any external agencies?  
 Yes  
 No

If YES please provide further details:  
*Name of organisation / agency:*  
  
*Contact person:*  
  
*Telephone numbers:*  
  
*Email address:*  
  
*Agreed action or advice given:*

<b>Your Signature:</b>		<b>Print name:</b>	
<b>Date:</b>			

Contact your organisation's Designated Safeguarding Officer in line with (insert your organisations names) reporting procedures.