

**Incident/Concern Reporting Form ~ Strictly Private and Confidential**

(You may not have access to all information but please supply as much detail as possible)

Section 1

Details of the child and their parent/carer:

Name of child:

\_\_\_\_\_ Sex: M/F D.o.B (if known): \_\_\_\_\_

Parent/carer's name(s): Home address (including postcode):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Tel: \_\_\_\_\_ Email \_\_\_\_\_

Section 2 Your Details:

Name & Home address (including postcode):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Tel: \_\_\_\_\_ Email \_\_\_\_\_

Your Position in Club: \_\_\_\_\_

Date and time of incident / period of concerns:

\_\_\_\_\_

\_\_\_\_\_

I am:  Responding to my own concerns  Responding to concerns raised by someone else

If responding to concerns raised by someone else, please provide their name and position within the club (if known) and contact details:

\_\_\_\_\_

\_\_\_\_\_

Section 3 Your report:

Please provide details of the incident or concerns you have, including times, dates, description of any injuries, whether information is first hand or the account of others, including any other relevant details: (please continue on a separate sheet if necessary)

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The child's account, if it can be given, of what has happened and how:

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Please provide details of anyone alleged to have caused the incident or to be the source of any concerns:

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Please provide details of any witnesses to the incident(s) / anyone who shares the concerns

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If your concern is about the behaviour of an adult or adults, in respect of children, please include as much information as possible, including whether you are reporting known fact, opinion or hearsay. (Please note it is acceptable to provide opinion so long as this is identified as such):

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Have you spoken to the parents? Yes/ No – If not, and if possible, we would recommend you seek the advice of the CWO beforehand. If yes, please provide details of what was said:

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Have you spoken to the child? Yes /No - If yes please provide details of what was said:

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Have you spoken to the person about whom the allegation is made / the concern is being raised?

Yes/No - IF NOT, Please **DO NOT** approach them - If yes please provide details of what was said:

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Section 3 Your report Continued:

As far as you are aware, is the individual aware of the allegation / concern? Yes/No

Please provide details of any action taken to date:

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Have you informed the statutory authorities? Yes/No      Social Care or Police Yes/No?

CWO Yes/No?                      LADO Yes/No?

Please provide the name and title of the person and his/her contact number / email address:

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Your signature: \_\_\_\_\_ Date \_\_\_\_\_

Data protection: The Club, the relevant County Board(s) and the relevant National Governing Body of Sport will each use the information in this form (together with other information they obtain as a result of any investigation) (together "Information") to investigate the alleged incident, to follow their respective Policies for Safeguarding Children and to take whatever action is deemed appropriate. This may involve disclosing certain information to a number of organisations and individuals including relevant clubs and County Boards, individuals that are the subject of an investigation and/or governmental authorities such as the Police, Children's Social Care, the Courts and/or probation officers and, potentially to legal and other advisers involved in an investigation.

Section 4 What to do next:

The contents of this report should be passed, as soon as possible, to the Club Welfare Officer/County Welfare Officer who will advise you if there is any further action you need to take.

The correspondence should be marked Private and Confidential

Please retain the original copy of this form and any other original notes you have made, retaining these in a private and secure location.