



INCIDENT REPORTING FORM

Use for reporting of concerns relating to poor practice, bullying, cases of emotional or physical neglect or abuse, or sexual abuse

1. Name of organisation:
2. Your name:
3. Your position:
4. Your contact information:
Address:
Telephone number:
Email address:
5. Name of Person of concern:
6. Is the person under 18? (If no, go to question 12)
<input type="checkbox"/> Yes
<input type="checkbox"/> No
7. Child's date of birth:
8. Parent/Carer's name(s):
9. Person or Parent/Carer's contact information:
Address:
Telephone number:
Email address:
10. Have parents/carers been notified of this incident:

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<input type="checkbox"/> Yes <input type="checkbox"/> No
11. If YES, please provide details of what was said:
12. Person's gender:
13. Person's ethnic origin:
14. Are you reporting your own concerns or responding to concerns raised by someone else:
<input type="checkbox"/> Own concerns <input type="checkbox"/> Concerns raised by someone else
15. If responding to concerns raised by someone else, please provide further information:
Name:
Position within club/event:
Telephone numbers:
Email address:
16. Date and time of incident:
17. Details of incident or concern: Include all relevant information, such as description on any injuries and whether you are recording this incident as fact, opinion or here say.
18. Child's account of the incident: Complete if this report relates to a child
19. Please provide any witnesses accounts of the incident:
20. Please provide details of any witnesses to the incident:
Name:
Position within club/event:
Telephone number:
Email address:

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21. Please provide any details of any person involved in this incident or alleged to have caused the incident/injury:
Name: Person within the club or relationship to the child: Date of birth: Address:
22. Please provide details of action taken to date:
23. Has the incident been reported to any external agencies?
<input type="checkbox"/> Yes <input type="checkbox"/> No
24. If YES, please provide further details:
Name of organisation/agency: Contact person: Telephone numbers: Email address: Agreed action or advice given: