



INCIDENT REPORT FORM for Safeguarding Concerns

- Have you?
- Reassured the young person
- Been honest and not made promises you cannot keep
- Explained why you may have to tell other people in order to stop what's happening
- Avoided closed questions and asked as few questions as possible
- Encouraged the child to use their own words
- The less questions you ask, the better

Name of Child:

Age and date of birth:

Parent/carer's details: Name: Address:

Telephone number/s:

Date of Incident:

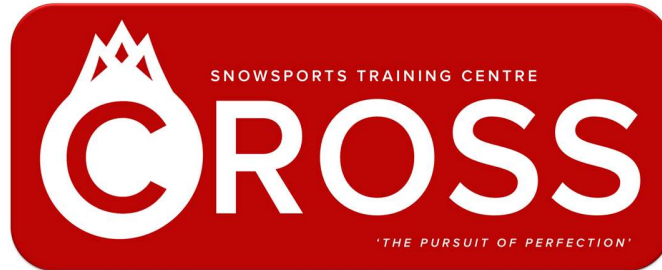
Time of Incident:

Details of the incident/concern Including where it happened:

Details of any physical signs of abuse eg bruising:

Have you spoken to the child? If yes, what exactly did they say:

Have you spoken to parents/carers? If yes, provide details of what was said. (NB – depending on the allegation, it is not always appropriate to speak to parents)



Have you spoken to person the allegations are being made against? NB – never speak to them if it is a child abuse allegation – only if it is “poor practice”. If yes, provide details of what was said

Have you informed statutory authorities?

If yes, was it Police/Children’s Social Care/LADO:

Name of person you reported it to:

Designation/Position:

Telephone Number:

Details of any action taken

Details of any action you intend to take

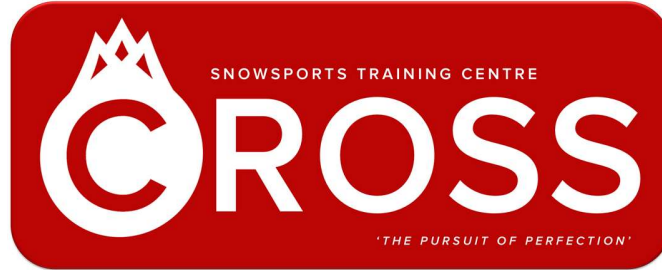
Details of Witnesses (continue on separate sheet if required)

Name: Address:

Telephone: Witness Comments:

Details of Person alleged to have committed the offence:

Name: Address (if known):



Telephone Number (if known):

Details of Person reporting concern:

Name: Position in Club: (parent, coach, child etc):

Address: Telephone Number/s:

Details of Person completing the form:

Name: Position in Club: (CWO, coach etc) Address:

Telephone number:

Signed:

Date and Time: Date:

Time:

REMEMBER TO MAINTAIN CONFIDENTIALITY. DO NOT DISCUSS WITH ANYONE OTHER THAN THOSE WHO NEED TO KNOW