

# Cross Snowsports Incident Report Form

This Incident Report Form should be completed when you have reason to believe there are Safeguarding Concerns

Before completing this form, 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?

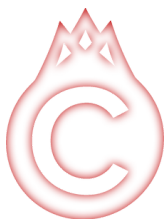
Remember - the less questions you ask, the better.

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

<b>Details of Child</b> (Please complete as much information as is known)			
Name of Child		Age/Date of Birth	
Parent/Carers Name		Parent/Carers Telephone	
Parent/Carers Address			

<b>Your Details</b> (If not the parent/carer named above)			
Name		Position in Club	
Telephone		Mobile Telephone	
Address			

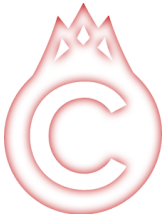
<b>Details of person alleged to have committed the offence</b> (Please complete as much information as is known)			
Name		Position in Club	
Telephone		Mobile Telephone	
Address			



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Details of Incident (Please complete as much information as is known)			
Date of Incident		Time of Incident	
Location of Incident			
Details of Incident			
Details of any physical signs of abuse (e.g. bruising)			

Have you spoken to the child?	Yes	No
If Yes, what exactly did they say?		
Have you spoken to the parents/carer?	Yes	No
<i>(Note – depending on the allegation, it is not always appropriate to speak to parents/carers)</i>		
Have you spoken to the person the allegations are being made against?	Yes	No
<i>(Note - never speak to them if it is a child abuse allegation – only if it is “poor practice”).</i>		
If Yes, what exactly was said?		



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Have you spoken to Statutory Authorities?		Yes	No
If Yes, who?	Police	Social Care	LADO
	Other (please specify)		
Name of person reported to			
Position of person reported to			
Contact details of person reported to			
Details of any action taken			

<b>Witness Details</b> (Continue on separate sheet if required)			
Name		Position in Club	
Telephone		Mobile Telephone	
Address			
Witness Comments			

Details of any further action you intend to take, if any.

Signature:	Date:	Time:
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