

Safeguarding Incident Report Form

Child's name: _____

Date of Birth: _____

Address: _____

Relevant medical condition/disability: _____

Home /parent's name and telephone number: _____

Date of incident/report/disclosure: _____

Time: _____

Venue: _____

If concerns were passed on by a third party, supply their details (name, contact no. etc.), and record what was said:

If the child/young person made a direct disclosure, describe the circumstances and record what the child said (using their words):

If concerns arise from your observations/actions, give details:

Name, role, relationship to the child and contact details (if known) of the alleged abuser(s):

Name, role and contact details of any potential witnesses to the alleged incident:

Any actions that you have taken (include name, role, agency and contact number for person(s) with whom this information has been shared, including parents, and any agreed actions):

Your name: _____ Role: _____

Contact number: _____

Signature: _____

Pass this form on to: _____ in line with your club's procedures.

Please ensure confidentiality and share your concerns on a strict need-to-know basis, and only in order to protect this child or other children.

You may wish to seek assurance by discussing your concerns with someone outside the club.

The NSPCC provides a free 24-hour service on 0808-800-5000.