



## Incident Reporting Form

1. Please indicate what you are reporting:

I have concerns that abuse may be occurring (complete sections 2 and 3) [ ]

I was involved in an incident with a child (complete sections 2 and 4) [ ]

I was a witness to an incident with a child (complete sections 2 and 4) [ ]

I have received an allegation of abuse (complete sections 2 and 5) [ ]

A child has told me that they are being abused (complete sections 2 and 5) [ ]

2. Important information:

Your name \_\_\_\_\_

Your contact details \_\_\_\_\_

Name of child concerned \_\_\_\_\_

Capacity in which child is known to you \_\_\_\_\_

Any other useful information relating to the child (eg: home address, school, date of birth)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is the child aware of this referral. Yes/No (if no explain why)

Is the Parent/Carer aware of this referral. Yes/No (if no explain why)

3. Concerns that abuse may be occurring

Please record the concerns that you have regarding a child or adult



4. Incident with a child

Please indicate which of the following has occurred:

I accidentally hurt a child. [ ]

A child misinterpreted or misunderstood something I have done. [ ]

I have had to use reasonable physical restraint. [ ]

I was witness to one of the above (please indicate which one) [ ]

Please provide further information, including any action taken so far and the reasons for doing so.

5. Allegation/Disclosure of abuse:

Allegation received from: \_\_\_\_\_

Allegation received on: \_\_\_\_\_

Name of person about whom allegation has been made:

Please use space below or a separate page to record the details of the allegation or disclosure you received. This should be a factual account of the information you have received only. Do not include assumptions or opinions of others. Make sure you record details of dates and times and any other potentially useful information. If the disclosure has come from a child who is claiming they are being abused, the conversation should be recorded in their words. If there are any injuries to the child, describe the injuries but do not remove clothing to inspect a child. Do not attempt to investigate the matter yourself. Also record any action you have taken.

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

After completion all documents should be returned to the Club Safeguarding Officer