

incident report form

Child's name: _____ Date of birth: _____

Address: _____

Postcode: _____

Disability/relevant medical condition: _____ Ethnicity: _____

Home/parent's name and telephone number: _____

Sports club/school child attends: _____

Date of incident/report/disclosure: _____

Time: _____ Venue: _____

If concerns were passed on by a third party, supply their details (name, contact number 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 any 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 reassurance by discussing your concerns with someone outside the club.

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