

Brook CC Incident Reporting Form – (page 1 of 2)

Section 1 Details of the Child and their Parent / Carer		
Name of Child:		
Sex	Age	Date of Birth:
Parent's / Carer's name(s)		
Home address (including Post code)		
Section 2 Your Details:		
Your Name:	Your Position:	Date and time of incident:
Section 3 Your report:		
Are you reporting your own concerns or responding to concerns raised by someone else?		
<input type="checkbox"/> Responding to my own concerns <input type="checkbox"/> Responding to concerns raised by someone else	If responding to concerns raised by someone else, please provide their name and position within the club:	
Please provide details of the incident or concerns you have, including times, dates or other relevant information (such as a description of any injuries / whether you are recording fact, opinion or hearsay):		
The Child's account, if it can be given, of what has happened and how:		
Please provide Details of the person alleged to have caused the incident / injury including where possible their name, address and date of birth (or approximate age):		
Please provide details of any witnesses to the incident(s):		

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Have you spoken to the Parents? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide details of what was said:	
Have you spoken to the child? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide details of what was said:	
Have you spoken to the person the allegations are being made against? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please do not approach them	If yes, please provide details of what was said:	
Please provide details of further action taken to date:		
Have you informed the statutory authorities? Children’s Social Care: <input type="checkbox"/> Yes <input type="checkbox"/> No Police: <input type="checkbox"/> Yes <input type="checkbox"/> No	Please provide the name of the person and his/her contact number:	
<p>Data protection</p> <p>The Club, the relevant County Board(s) and the England and Wales Cricket Board Limited (ECB) will each use the information in this form (together with other information they obtain as a result of any investigation) (together “Information”) to investigate the alleged incident, to follow the Safe Hands – Cricket’s Policy for Safeguarding Children and to take whatever action is deemed appropriate. This may involve disclosing certain information to a number of organisations and individuals including relevant Clubs and County Boards, individuals that are the subject of an investigation and/or governmental authorities such as the police, children’s social care, the Courts and/or probation officers and, potentially to legal and other advisers involved in an investigation.</p> <p><i>As the person completing this form, you must notify each person whose information you include about what will happen to their information and how it may be disclosed except to the extent that doing so would prejudice either the prevention or detection of a crime or the apprehension or prosecution of an offender.</i></p>		
Your signature:	Date:	Time:

What to do next

The contents of this report should be passed to the Club Welfare Officer / County Welfare Officer. If advised to do so by the County Welfare Officer, a photocopy of this form should be forwarded to them, or to the ECB Child Protection Team, Lord’s Cricket Ground, London, NW8 8QZ. Please mark the envelope Private and Confidential.

Please retain the original copy of this form and any other original notes you have made, retaining these in a private and secure location.