**Appendix 1**

**Incident Record Form**

Storage of all documentation/information will be GDPR compliant

|  |  |  |  |
| --- | --- | --- | --- |
| **Your information** | | | |
| Name |  | | |
| Address |  | | |
| Contact number(s) |  | | |
| Email |  | | |
| Name of organisation/club or session |  | Your role |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Personal information – child / young person/adult at risk** | | | |
| Name |  | Date of birth |  |
| Is there any information about the child/young person/adult that would be useful to consider? | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Contact information – parent / carer (if applicable)** | | | |
| Name(s) |  | | |
| Address |  | | |
| Contact number(s) |  | | |
| Email |  | | |
| Have they been notified of this incident? | No  🞎 |  | Please explain why this decision has been taken |
| Yes  🞎 |  | Please give details of what was said / actions agreed |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Incident details\*** | | | | | | | |
| Date and time of incident | | |  | | | | |
| Please tick one: | 🞎 | I am reporting my own concerns. | | 🞎 | I am responding to concerns raised by someone else – please fill in their details: | | |
| Name of person raising concern | | |  | | | Role within the sport or relationship to the child |  |
| Contact number(s) | | |  | | | | |
| Email | | |  | | | | |
| Details of the incident or concerns (include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay) | | | | | | | |

\* Attach a separate sheet if more space is required (e.g. multiple witnesses)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Incident details (continued)** | | | | | | | |
| Child/Adults account of the incident | | | | | | | |
| Please provide any witness accounts of the incident | | | | | | | |
| Name of witness (and date of birth, if a child) |  | | Role within the sport or relationship to the child | | | |  |
| Address |  | | | | | | |
| Contact number(s) |  | | | | | | |
| Email |  | | | | | | |
| Details of any person involved in this incident or alleged to have caused the incident / injury | | | | | | | |
| Name (and date of birth, if a child) |  | | Role within the sport or relationship to the child | | | |  |
| Address |  | | | | | | |
| Contact number(s) |  | | | | | | |
| Email |  | | | | | | |
| **External Action Taken** | | | | | | | |
| Has the incident been reported to any external agencies? | | | | 🞎 | No | 🞎 | Yes – please provide further details: |
| Name of organisation / agency | |  | | | | | |
| Contact person | |  | | | | | |
| Contact number(s) | |  | | | | | |
| Email | |  | | | | | |
| Agreed action or advice given | | | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Internal Action Taken** | | | | | |
| Is the incident being monitored internally? | | 🞎 | No | 🞎 | Yes – please provide further details: |
| Agreed action or advice given: | | | | | |
| Staff/volunteer responsible for internal monitoring: |  | | | | |
| Email address: |  | | | | |
| Agreed review date:  (if applicable) |  | | | | |
| Final Outcome: | | | | | |

|  |  |
| --- | --- |
| **Declaration** | |
| Your signature |  |
| Print name |  |
| Today’s date |  |

|  |  |
| --- | --- |
| Contact your organisation’s Child Welfare Officer | |
| Safeguarding Officer’s name |  |
| Date reported |  |