

Safeguarding Incident Reporting Form



Safeguarding Incident Recording Form

If an incident or concern is immediate and there is a risk of significant harm to a child or that they are in need of protection, then call your local Police and/or Social Services.

<p>DETAILS OF PERSON WHO RAISED THE CONCERN</p> <p>Name: _____</p> <p>Position: _____</p> <p>Club Name: _____</p> <p>Relationship to alleged victim: _____</p>
<p>Name: _____</p>
<p>DETAILS OF ALLEGED VICTIM (if more than one, continue on a separate sheet)</p> <p>Name: _____</p> <p>Club Name: _____ Discipline _____</p> <p>Date of Birth: _____ Age at time of incident (s) _____</p> <p>Parent/Carer details: (incl. name and address) _____</p> <p>_____</p> <p>Postcode _____ Email/Contact Number _____</p> <p>Any identified special needs or disability? _____</p> <p>Ethnic background: _____</p>

This form should be used by club officials to record the details of any concerns raised. **A copy should be sent to the Safeguarding and Compliance team at Welsh Gymnastics - carys.kizito@welshgymnastics.org** . All efforts must be made to keep the information confidential. The information should only be shared with those that need to know if it is in the best interest of the child or vulnerable adult. The form should be completed for all levels of concern, even where no immediate action may be necessary

Please indicate if you are in contact with any other bodies concerning this incident and include a contact name, address and telephone number:

Children/Adult Social Services

Name of contact:

Contact Number/s: _____ Email: _____

Action they are taking/details of advice:

Police

Name of contact:

Contact Number/s: _____ Email: _____

Action they are taking/details of advice:

Any relevant additional information

Signed _____ Date _____