

Incident Reporting Form

If you suspect that a young person/vulnerable adult may be being abused, whether physically or emotionally, it is not your responsibility to take control of the situation or to decide whether the abuse is actually taking place. However, you do have a responsibility to inform the appropriate people about your concerns so that they may make enquires and take any action necessary for the well-being of the young person.

However small your concern, you should share it with the Club Welfare Officer who will take responsibility for referring it to the County Welfare Officer/NGB Lead Officer or other agencies.

Please ensure that confidentiality is maintained as far as possible. Only discuss your concerns on a need to know basis, and do not disclose the identity of those involved unless absolutely necessary.

Details of young person/vulnerable adult at risk	
Name	
Position	
Date of Birth/Age	
Address	
Telephone Number	
Name of Carer	
Contact details for parent/carer	
Club:	
County:	
School:	
Date concern received:	
Name of person reporting the concern:	
Contact details of person reporting concern	
Name	
Address	
Telephone Number	
Club	

Details of others involved in concern (if more space needed add on a separate sheet of paper)			
Details of the concern			
Date/Time			
Location			
Persons involved/witnesses:			
Nature of concern			
How did the concern come to your attention?			
Observations: e.g changes in behaviour, inappropriate actions, injuries, etc			
Record of conversation: Details of exactly what was said to you and by you:			
Action taken:			
Contacts Made			
Police	Yes / No	If yes please state	
Contact name and number		Details of advice received:	
Social Services	Yes / No	If yes please state	
Contact name and number		Details of advice received:	
NGB Child Protection officer	Yes / No	If yes please state	
Contact name and number		Details of advice received:	
Local Authority	Yes / No	If yes please state	
Contact name and number		Details of advice received:	
Other (eg NSPCC)	Yes / No	If yes please state	
Contact name and number	Details of advice received:		

Summary
Ethnic Group
<p>Please choose the category that best describes the child's ethnic group from the following list and tick the appropriate box:</p> <p>White A1 British <input type="checkbox"/> A2 Irish <input type="checkbox"/> A3 Any other white background <input type="checkbox"/></p> <p>Mixed B1 White & Black Caribbean <input type="checkbox"/> B2 White & Black African <input type="checkbox"/> B3 White & Asian <input type="checkbox"/> B4 Any other mixed background <input type="checkbox"/></p> <p>Asian C1 Indian <input type="checkbox"/> C2 Pakistani <input type="checkbox"/> C3 Bangladeshi <input type="checkbox"/> C4 Any other Asian background <input type="checkbox"/></p> <p>Black or Black British D1 Caribbean <input type="checkbox"/> D2 African <input type="checkbox"/> D3 Any other Black background <input type="checkbox"/></p> <p>Chinese or Other Ethnic Background E1 Chinese <input type="checkbox"/> E2 Any other (please write in):</p>
Disability
<p>The Disability Discrimination Act 1995 defines a disabled person as anyone with a "physical or mental impairment that has a substantial and long term adverse effect upon his/her ability to carry out normal day-to-day activities."</p> <p>Please choose the description that best describes the nature of the child's disability and tick the appropriate box.</p> <p>A Visually impaired <input type="checkbox"/> D Learning disability <input type="checkbox"/></p> <p>B Hearing impaired <input type="checkbox"/> E Multiple disability <input type="checkbox"/></p> <p>C Physical disability <input type="checkbox"/> F Other (please write below)</p>
<p>You may wish to discuss your concerns with someone outside of the organisation to gain reassurance. The NSPCC Helpline can help with this, and is confidential.</p> <p>NSPCC Helpline: 0808 800 5000</p>

