

INCIDENT REPORT FORM for Safeguarding Concerns

Have you?

- Reassured the young person
- Been honest and not made promises you cannot keep
- Explained why you may have to tell other people in order to stop what's happening
- Avoided closed questions and asked as few questions as possible
- Encouraged the child to use their own words
- The less questions you ask, the better

Name of Child:	
Age and date of birth:	
Parent/carer's details:	Name: Address: Telephone number/s:
Date of Incident: Time of Incident:	
Details of the incident/concern Including where it happened	
Details of any physical signs of abuse e.g. bruising	
Have you spoken to the child? If yes, what exactly did they say	Yes No

Have you spoken to parents/ carers? If yes, provide details of what was said. (NB – depending on the allegation, it is not always appropriate to speak to parents)	Yes No
Have you spoken to person the allegations are being made against? NB – never speak to them if it is a child abuse allegation – only if it is “poor practice”. If yes, provide details of what was said	Yes No
Have you informed statutory authorities? If so –	Yes No If yes, was it Police Social Services LADO Name of person you reported it to: Designation/Position: Telephone Number:
Details of any action taken	
Details of any action you intend to take	

Details of Witnesses (continue on separate sheet if required)	Name: Address: Telephone: Witness Comments:
Details of Person alleged to have committed the offence	Name: Address (if known): Telephone Number (if known):
Details of Person reporting concern:	Name: Position in Club: (parent, coach, child etc): Address: Telephone Number/s:
Details of Person completing the form:	Name: Position in Club: (CWO, coach etc) Address: Telephone number:
Signed:	
Date:	

**REMEMBER TO MAINTAIN CONFIDENTIALITY.
DO NOT DISCUSS WITH ANYONE OTHER THAN THOSE WHO NEED TO KNOW**

**Contact the Lead Welfare Officer at BSS and report this concern –
owensafeguarding@gmail.com**