



Merisham Sports Club

Flood Street, Merisham, Ashford, Kent, TN25 6NX
www.mershamsportsclub.com



Incident Reporting Form

Please complete this form with as much information as possible additional space on last page if required

Section 1- Details of Child and Parent/Carer

Name of Child-

Sex:

Age:

DOB:

Parent/Carers Name:

Contact Details:

Email:

Telephone:

Address:

Section 2- Details of Reporting Person (if different from above)

Name:

Email:

Telephone:

Position (Coach/parent/other):

Date and Time of incident/ period of concerns:

Section 3- Your Report

I am;

- Raising my own concerns
 Reporting concerns raised by another

If reporting concerns of another please provide their name and position if known;

Please provide details of the incident or concerns you have, including dates, times, description of any injuries, whether information is first hand or the account of others, and any other relevant information:





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CHARTER STANDARD
DEVELOPMENT CLUB



Please provide the child's account of what happened and how, if this can be given;

Please provide details of anyone alleged to have caused the incident or that is the source of concerns;

Please provide details of any witnesses to the incident(s) or anyone who shares your concerns;

Concerns about an adults behaviour:

If your concern is about the behaviour of an adult or adults, in respect of children, please provide information here. Please include as much information as possible including whether you are reporting known fact, opinion or hearsay. (it is acceptable to provide opinion as long as this is stated):

Any other relevant information:



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Section 4- Action to date (by you)

Have you spoken to the parents?

- Yes
 No

If yes please provide details of what was said:

Have you spoken to the child?

- Yes
 No

If yes please provide details of what was said:

Have you spoken to the person about whom the allegation is made/ the concern raised?

IF NOT, DO NOT

- Yes
 No

If yes please provide details of what was said:

Please DO NOT approach them

As far as you are aware is the individual aware of the allegation/concern?

Please provide details of any action taken to date:

Have you informed the statutory authorities? Yes No (if yes please state which below)

Children's Social Care

Name-

Contact-

Police

Name-

Contact-

LADO

Name-

Contact-

Data Protection;

The club and relevant local or national governing bodies will each use the information in this form (together with other information they obtain) to investigate the alleged incident, to follow Safeguarding guidelines and take action as 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 Police Social Care, the courts and/or probation officers and potentially to legal and other advisors involved in an investigation.





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What to do next

The contents of this report should be passed to the Club/Section Welfare Officer.

They may request that you send copies to relevant local or national governing bodies Welfare Officers, always mark 'Private and confidential'.

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

Please make additional notes here;

