

SECTION 8

Forms – Templates to Adapt and Use

8.1 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

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| 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 | |

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| <p>Have you spoken to the child? If yes, what exactly did they say</p> | <p>Yes No</p> |
| <p>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)</p> | <p>Yes No</p> |
| <p>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</p> | <p>Yes No</p> |
| <p>Have you informed statutory authorities? If so –</p> | <p>Yes No If yes, was it Police Social Services CPSU Name of person you reported it to: Designation/Position: Telephone Number:</p> |
| <p>Details of any action taken</p> | |

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|---|---|
| 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 Snowsport Cymru/Wales and report this concern