

INCIDENT REPORT FORM

If you suspect that a child 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 child.

However small your concern, you should share it with the County Welfare Officer or Nominated Person who will take responsibility for any referrals to outside agencies that are necessary.

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.

PERSONAL & CONTACT DETAILS	
PERSON REPORTING CONCERN/ALLEGATION	
Name:	
Position:	
Address:	
Telephone no:	
Mobile no:	
DETAILS OF CHILD (alleged victim)	
Name:	
Date of Birth:	
Address:	
Telephone no:	
Mobile no:	
PERSON RECEIVING DETAILS (if different to above)	
Date allegation received:	
Name of person receiving details of allegation:	



DETAILS OF PERSON INVOLVED IN CONCERN/ALLEGATION (the accused)

Name:	
Address: Telephone no: Mobile no:	
Position (in relation to child):	

DETAILS OF THE CONCERN/ALLEGATION

Date/Time:	
Location:	
Persons involved/witnesses:	

Nature of concern/allegation:

How did the concern/allegation 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

County Welfare Officer's name:	
Date/Time contacted:	
England Golf Compliance Team Officer's name:	
Date/Time contacted:	
Advice received:	
Other persons contacted: (provide details of name, position and organisation)	

SUMMARY



ETHNIC GROUP

Please choose the category that best describes the child's ethnic group from the following list and tick the appropriate box:

White

A1 British

A2 Irish

A3 Any other white background

Mixed

B1 White & Black Caribbean

B2 White & Black African

B3 White & Asian

B4 Any other mixed background

Asian

C1 Indian

C2 Pakistani

C3 Bangladeshi

C4 Any other Asian background

Black or Black British

D1 Caribbean

D2 African

D3 Any other Black background

Chinese or other ethnic background

E1 Chinese

E2 Any other (please write in): _____

DISABILITY

The Disability Discrimination Act 1995 defines a disabled person as 'anyone with a physical or mental impairment, which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities'.

Please choose the description that best describes the nature of the child's disability and tick the appropriate box.

A Visually impaired

D Learning disability

B Hearing impaired

C Multiple disabilities

C Physical disability

F Other (please specify): _____

You may wish to discuss your concerns with someone outside the organisation to gain reassurance. The NSPCC Helpline can help with this, and is confidential.

NSPCC HELPLINE: 0808 800 5000

