

## 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	



# British Ski and Snowboard



<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        LADO 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 Bridget Owen at BSS and report this concern:**

**Phone: +44 (0) 1303 840 095**

**Email: [owensafeguarding@gmail.com](mailto:owensafeguarding@gmail.com)**

