

Harlequin Bowmen Incident Report Form

A Club Official/CPO responsible for Children and Young People must complete this form to record the details of any concerns raised if and when incidents occur.

This information must only be shared with those that need to know if it is in the best interest of the child or young person. Refer to Confidentiality Policy.

If the concern requires immediate attention please contact to Archery GB CPO on 01952 602 792 or 01952 677 888 within 24 hours.

The form must be completed at all levels of concern, even where no immediate action may be required.

Name		D.O.B.		Age	
Home address (include Postcode) & telephone			Parents telephone		
Special Needs?			Ethnicity		
Nature of allegation					
Venue:					
Date:		Time:			
Signs of injuries					
Direct behavioural signs					
Person's account (if made directly). Record their words only.					

Details of third party receiving the information			
Name		Telephone	
Role in Club		Relationship to child / young person	
Third Party Statement			
Names and contact details of any potential witnesses			
Alleged perpetrator name, role, relationship to child / young person			
Have the Parents been contacted? Yes / No If 'yes' what was said?			
Actions taken	Yes	No	Name of Contact
Police Contacted			
Child Social Care Services			
Club Committee member informed			
Case referred to County CPO?			
Attachments included?			Not applicable

Completed by		Signature	
Role		Telephone	

Additional Notes