



## Incident Report Form

HBCPP08  
Version 4  
Dec 2022  
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**Document reviewed and accepted by Committee of Harlequin Bowmen**

A Club Official/ Safeguarding Officer 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 Safeguarding Officer 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.



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### Part One: Persons reporting the incident

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



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### Part Two: Details of Third Party Receiving the information

<b>Name</b>		<b>Telephone</b>	
<b>Role in Club</b>		<b>Relationship to child / young person</b>	
<b>Third Party Statement</b>			
<b>Names and contact details of any potential witnesses</b>			
<b>Person about whom allegations made</b>			
<b>Have the Parents been contacted?</b> Yes / No If 'yes' what was said?			
<b>Actions taken</b>	<b>Yes</b>	<b>No</b>	<b>Name of Contact</b>
<b>Police Contacted</b>			
<b>Child Social Care Services</b>			
<b>Club Committee member informed</b>			
<b>Case referred to County SO?</b>			
<b>Attachments included?</b>			<b>Not applicable</b>
<b>Completed by</b>		<b>Signature</b>	
<b>Role</b>		<b>Telephone</b>	