



Incident Report Form

HBCPP08
Version 4
July 2019
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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

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



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Part Two: 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			
Person about whom allegations made			
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 SO?			
Attachments included?			Not applicable
Completed by		Signature	
Role		Telephone	