**Incident Report Form**

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| **Young Person / Vulnerable Adult’s Details** |
| First Name: Surname: |
| Parents/Carer's name(s): |
| Home address:    Postcode:    Telephone number: |
| Date of Birth  Age  Age    Sex M  F  Ethnic Origin \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Your Details** |
| First Name: Surname: |
| Position: Club: |
| Home address: |
| Postcode:      Telephone number: |
| **Incident Details** |
| Date and time of incident: 24hr  Age  Age |
| Incident Details |
| Provide details of the incident or concerns you have, including:  Date ……………..….…… Time ……………..………. Venue: ………..……………. |
| Detail exactly what was said, if your concerns are the result of a child speaking to you, include date, time and venue: |
| Have you spoken to the parents? Yes/ No\* If yes, provide details of what was said: |
| Witnesses to the incident Yes/ No\* If yes, provide contact details: |
| Any other relevant Information: |
| Have you spoken to the child? Yes/ No\* If yes, provide details of what was said: |
| Before speaking to the person the allegations are being made against, speak with either your team Welfare Officer or the Lead/Deputy Lead Safeguarding Officer at Rounders England. If you do speak to the person the allegations are being made against, provide details of what was said: |
| Provide details of further action taken to date: |
| Please continue onto a separate sheet if necessary. |
| Have you informed the statutory authorities? Provide the name of the person and his/her contact number:  Children’s Social Care Services Yes/ No\* Date \_\_\_\_\_\_\_\_\_ Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Police Officer Yes/ No\* Date \_\_\_\_\_\_\_\_\_\_ Time \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Your signature: Print name:  Date: Time:  **Return to:**  Rounders England Lead Safeguarding Officer  Rounders England, PO Box 4458, Sheffield, S20 9DP  E: [alison.howard@roundersengland.co.uk](mailto:alison.howard@roundersengland.co.uk) |