**Incident Report Form**

|  |
| --- |
| **Young Person / Vulnerable Adult’s Details** |
| First Name: Surname: |
| Parents/Carer's name(s): |
| Home address:Postcode: Telephone number: |
| Date of BirthAge   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 OfficerRounders England, PO Box 4458, Sheffield, S20 9DPE: alison.howard@roundersengland.co.uk  |