

2.1 Incident Report Form for Safeguarding Concerns Template

If you have a problem completing this form or need advice about reporting a concern, e mail welfare@snowsportengland.org.uk with your contact details so we can help.

In an emergency and/or if you are concerned that someone is at immediate risk of harm, please call the police straight away on 999/112 if abroad.

If you think a criminal offence has taken place, report straight away to the police and do not question the suspect.

Do not delay in reporting. Fill in as much information as you can and forward to your Club Welfare Officer and/or Snowsport England Safeguarding Lead. If required, Snowsport England will liaise with the Local Authority Designated Officer (DO) on your behalf.

Have you?

- Reassured the young person
- Been honest and not made promises you cannot keep
- Explained why you may have to tell other people in order to stop what is happening
- Avoided closed questions and asked as few questions as possible
- Encouraged the child to use their own words
- The less questions you ask, the better

<p>Details of Person completing the form:</p>	<p>Name:</p> <p>Position in Club: (CWO, coach etc)</p> <p>Club:</p> <p>Address:</p> <p>Telephone number:</p> <p>E mail:</p>
<p>Name of Club/Organisation you are concerned about</p>	
<p>Details of the person you are concerned about. E.g.:</p> <ul style="list-style-type: none"> • A child whose welfare you are worried about or • An adult you are worried about/ concerned about their wellbeing <p>If your concerns are about more than one person, please list on a separate sheet/add more info here.</p>	<p>A Child:</p> <p>Name:</p> <p>Address:</p> <p>Telephone:</p> <p>Date of Birth:</p> <p>Club:</p> <hr/> <p>An Adult:</p> <p>Name:</p> <p>Address:</p> <p>Telephone:</p>

	<p>Date of Birth:</p> <p>Club:</p> <p>Their Role: (coach, parent etc)</p>
<p>Does the person have any specific needs such as any disabilities, mental health issues or additional vulnerabilities?</p> <p>Please do not give your opinion but provide this information based on factual evidence.</p>	
<p>Parent/carer's details (if applicable):</p>	<p>Name:</p> <p>Address:</p> <p>Telephone number/s:</p> <p>Emails:</p>
<p>Date of Incident/Concern:</p> <p>Time of Incident/Concern:</p> <p>If your concern relates to a number of concerns which have come to light over a period of time, then please specify.</p>	
<p>Details of the incident/concern</p> <p>Circumstances: Please include ALL the information known to you. E.g.:</p> <ul style="list-style-type: none"> • What has happened • Where did it happen • When did it happen? • Who is involved, and who did what? <p>Try to report in a chronological order. If your information has come to you from a number of individuals, please be clear about who said what. Detail any previous concerns about the person you are referring to. Include any verbatim comments and the demeanour of the person if possible.</p>	

<p>Child's account of the incident (if applicable)</p>	
<p>Injuries: Describe nature of injury, any treatment obtained and by whom.</p>	
<p>Witnesses: Full details of all witnesses to be recorded (Name, address, contact details, role, club) Have they been spoken to? What did they witness?</p>	
<p>Action taken: Outline what action has already been taken and by whom. Include things such as Did you call Police or Social Services? Who have you have spoken to about this matter? Who has been notified (Name and contact details?) When were they notified?</p>	
<p>Have Parents Been Informed?</p>	<p>Yes/No NB Do not inform parents if the allegation concerns them</p>
<p>Person against whom allegation has been made. If the allegation is against a member of staff or volunteer,</p>	<p>Name: Address:</p>

<p>that person should not be informed of the concern until advice has been sought from Snowsport England Safeguarding Lead or if urgent, report to Police straight away.</p>	<p>Contact Number: E mail: Role or Relationship to Child/Adult at Risk:</p>
<p>Have they been spoken to? If the incident is to be reported to statutory services, do not talk to them, or question them about the incident</p>	<p>Yes / No</p>
<p>Account they have given (if appropriate to ask them)</p>	
<p>Actions agreed or advice given by statutory authorities</p>	<p>Police: Social Services/LADO:</p>
<p>Details of any action you intend to take</p>	
<p>Signed:</p>	
<p>Date: Time:</p>	

**REMEMBER TO MAINTAIN CONFIDENTIALITY.
DO NOT DISCUSS WITH ANYONE OTHER THAN THOSE WHO NEED TO KNOW**

**Forward completed form to your Club Welfare Officer (Serena Goon –
welfarewgc@gmail.com)**

Snowsport England's Safeguarding Lead can be contacted for advice:

welfare@snowsportengland.org.uk