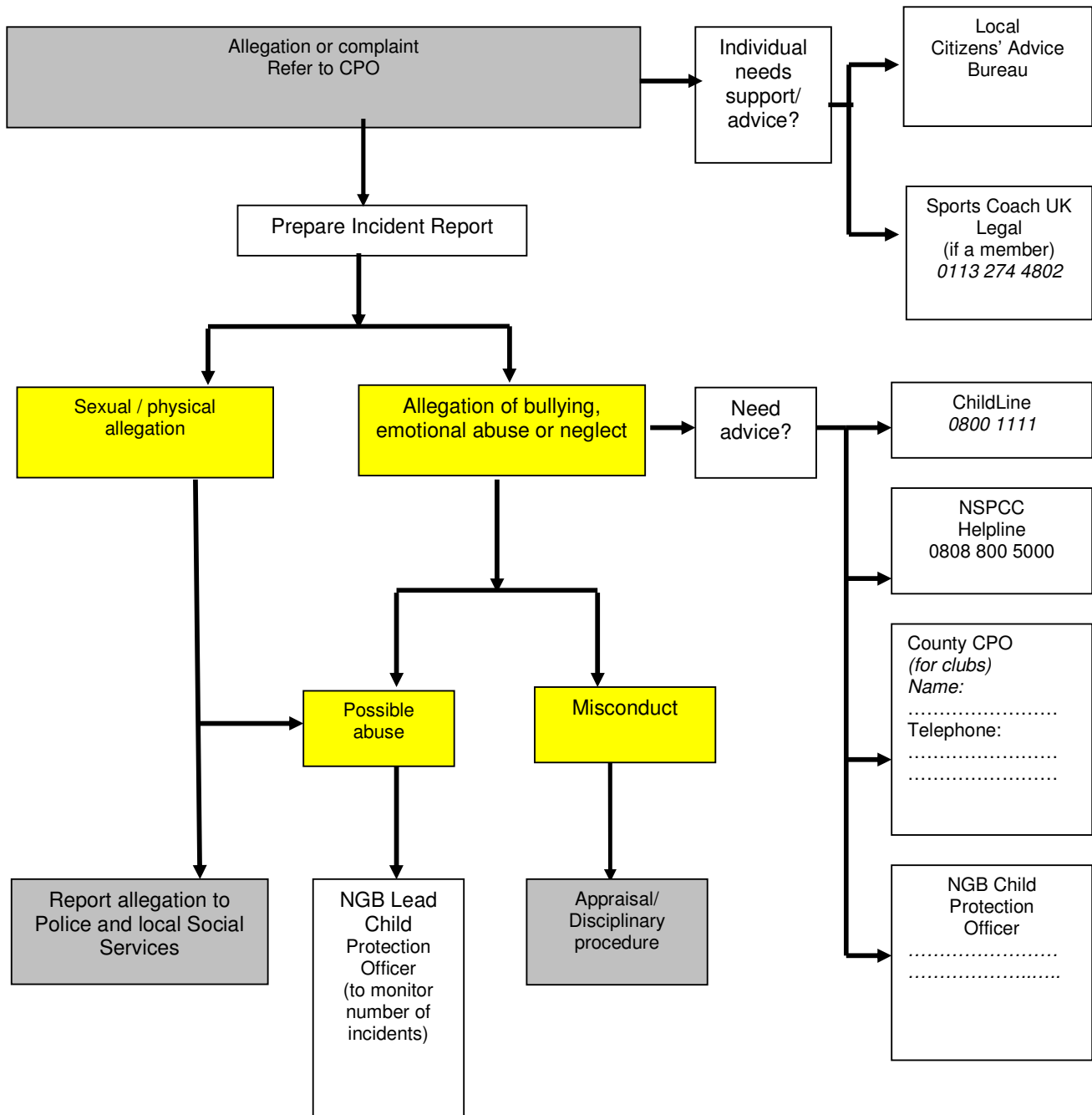
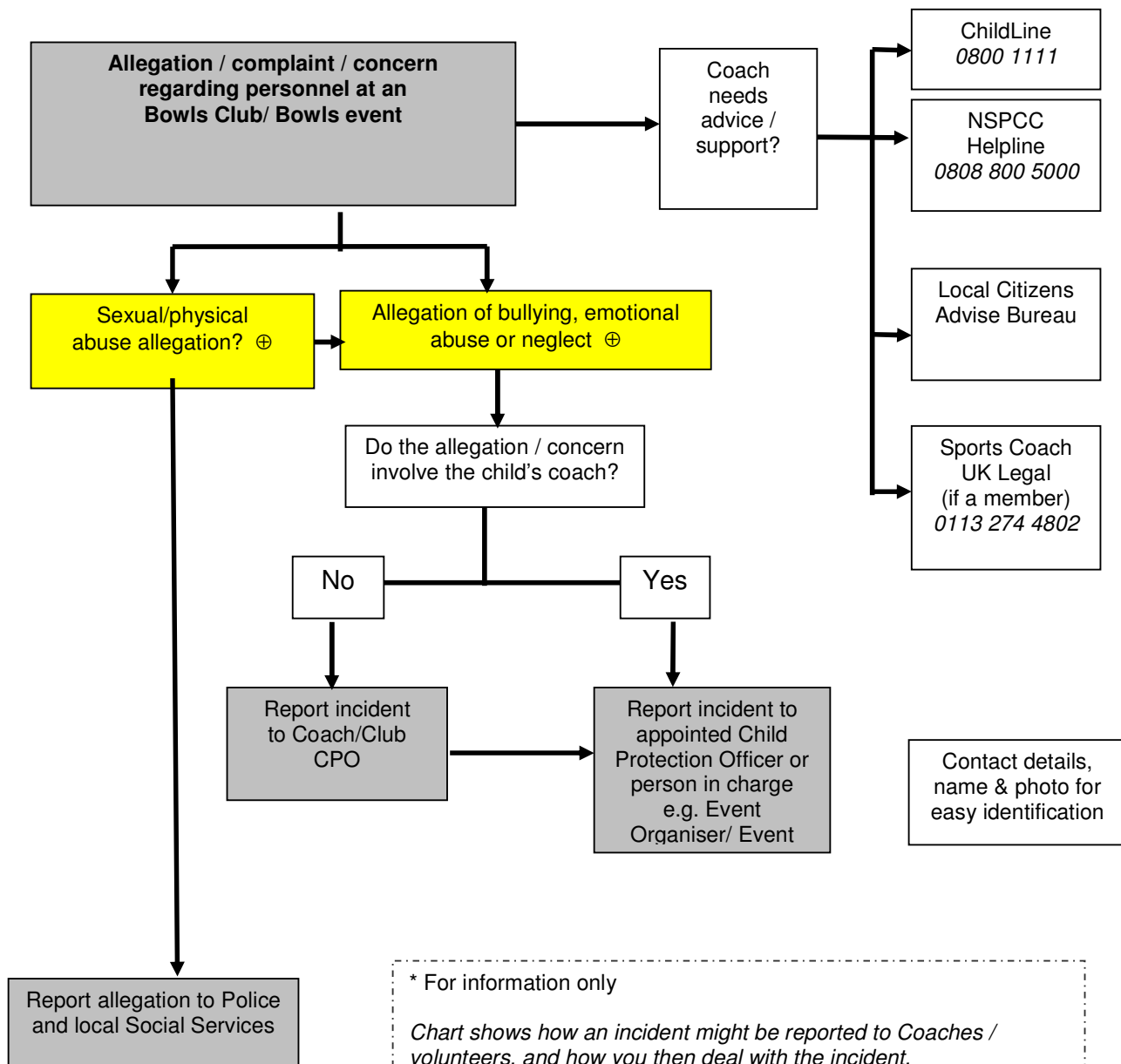


## Dealing with Concerns (Appendix 3)

### A3.1 About the behaviour of a member of the club or association



## A3.2 Reporting procedure: Advice to children, parents and coaches

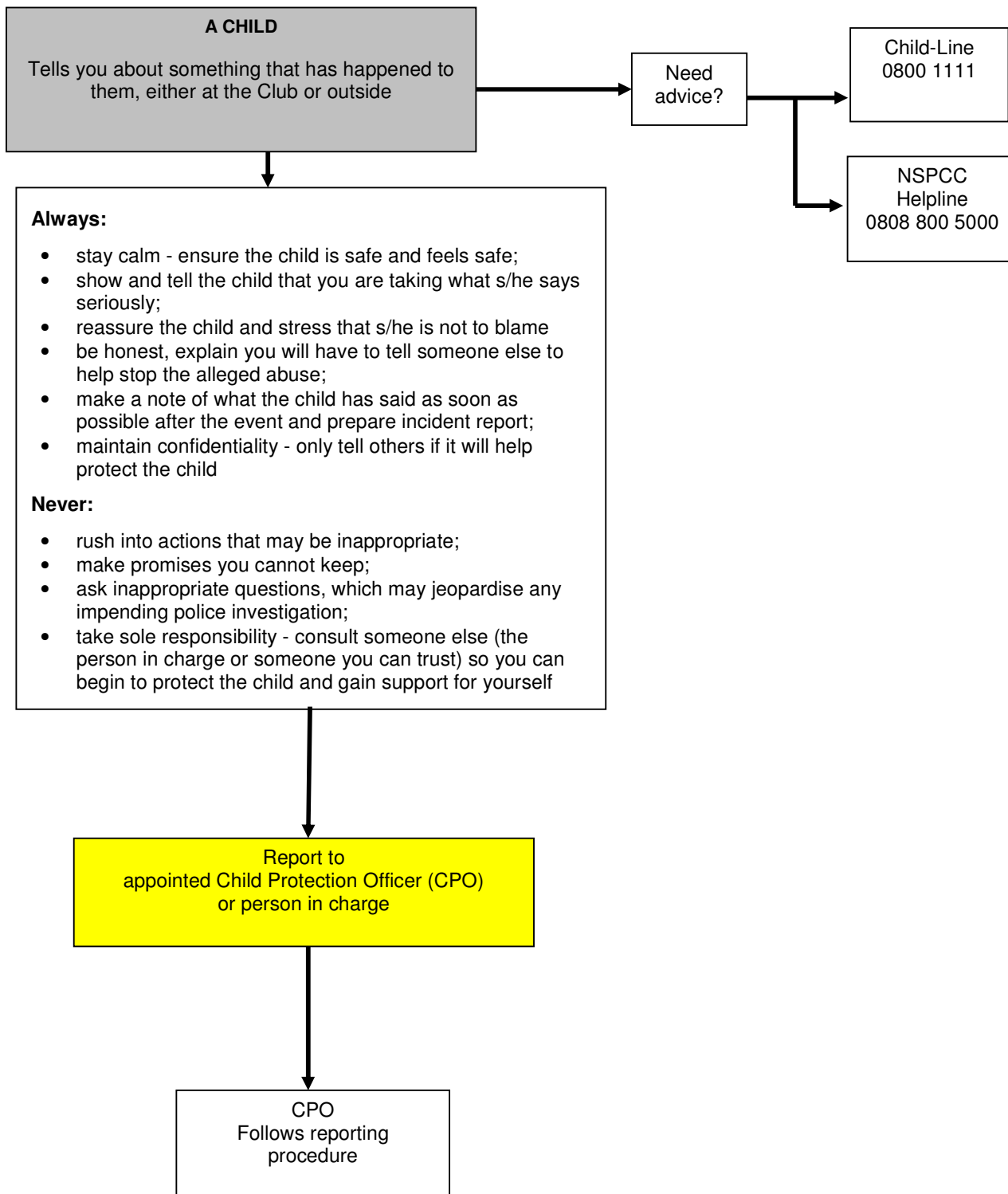


\* For information only

*Chart shows how an incident might be reported to Coaches / volunteers, and how you then deal with the incident.*

⊕ Reminder: a written incident report should be completed in all cases. (See Appendix 3.4)

### A3.3 What to do if concerned about abuse by a parent or other adult



### **A3.4 Specimen Incident Report Form**

This form should be used by Club Child Protection Officers to record the details of any concerns raised. It is recommended that a copy is forwarded to the Lead Child Protection Officer of the relevant NGB with a copy to the County Child Protection Officer (if appropriate).

If there is more than one alleged victim, then separate forms should be completed.

In the interests of confidentiality, every effort must be made to keep the information confidential. The information should only be shared with those who need to know if it is in the best interest of the child or vulnerable adult concerned. Please note that when a concern is immediate telephone advice should be sought with copies of the form sent as soon as possible. The form should be used for all levels of concern, even where no immediate action may be necessary.

It cannot be stressed strongly enough that it is important that written records and notes be made as soon as possible after the event or after being advised of the event to ensure accuracy of the information supplied.

**Specimen Incident Report Form**

**Details of the Person completing the Form**

Name .....

Club .....

Position .....  
(CPO, Coach, Club official, volunteer, parent, guardian etc)

Address .....

.....

City..... Post Code.....

Contact Phone Num .....

Name of person who raised concern (if different from above)

Address .....

.....

City..... Post Code.....

Contact Phone Num .....

**Details of the Person Concern is attributed to**

Name .....

Position .....

Club Name .....

Relationship to alleged victim .....

**Details of Alleged Victim**

Name .....

Club .....

Date of birth ..... Age at time of incident (s) .....

Address of parent Guardian/ Carer Address

.....

.....

City..... Post Code.....

Contact Phone Num .....

Any identified special needs or disability of individual concerned

.....

.....

.....

**Details of incident**

Date(s) or period (if over a drawn out period) of the incident

.....

Description of the incident/s (please include as much detail as possible. If a child or vulnerable adult has talked to you, write down the exact details of the conversation, remembering not to lead the individual. Please include any other information including location, number of incidences, any other relevant details etc. Please continue on a separate sheet is necessary)

.....

.....

.....

.....

**Details of any actions taken**

.....

.....

.....

.....

Please indicate if you are in contact with any other bodies concerning this incident and include any contact names, addresses and telephone numbers if necessary.

Social Services.....

Police .....

Other .....

Any additional information .....

.....

.....

.....

.....

Signed .....

Position ..... Date .....