

## Incident Report Form

Use for reporting of concerns relating to poor practice, bullying, cases of emotional or physical neglect or abuse, or sexual abuse

<b>1. Name of organisation:</b>
Click or tap here to enter text.
<b>2. Your name:</b>
Click or tap here to enter text.
<b>3. Your position:</b>
Click or tap here to enter text.
<b>4. Your contact information:</b>
Address: Click or tap here to enter text. Telephone number: Click or tap here to enter text. Email address: Click or tap here to enter text.
<b>5. Name of Person of concern:</b>
Click or tap here to enter text.
<b>6. Is the person under 18? (If no, go to question 12)</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>7. Child's date of birth:</b>
Click or tap here to enter text.
<b>8. Parent/Carer's name(s):</b>
Click or tap here to enter text.
<b>9. Person or Parent/Carer's contact information:</b>
Address: Click or tap here to enter text. Telephone number: Click or tap here to enter text. Email address: Click or tap here to enter text.

<b>10. Have parents/carers been notified of this incident:</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>11. If YES, please provide details of what was said:</b>
Click or tap here to enter text.
<b>12. Person's gender:</b>
Click or tap here to enter text.
<b>13. Person's ethnic origin:</b>
Click or tap here to enter text.
<b>14. Are you reporting your own concerns or responding to concerns raised by someone else:</b>
<input type="checkbox"/> Own concerns <input type="checkbox"/> Concerns raised by someone else
<b>15. If responding to concerns raised by someone else, please provide further information:</b>
Name: Click or tap here to enter text. Position within club/event: Click or tap here to enter text. Telephone numbers: Click or tap here to enter text. Email address: Click or tap here to enter text.
<b>16. Date and time of incident:</b>
Click or tap here to enter text.
<b>17. Details of incident or concern:</b> Include all relevant information, such as description on any injuries and whether you are recording this incident as fact, opinion or here say.
Click or tap here to enter text.
<b>18. Child's account of the incident:</b> Complete if this report relates to a child
Click or tap here to enter text.
<b>19. Please provide any witnesses accounts of the incident:</b>
Click or tap here to enter text.
<b>20. Please provide details of any witnesses to the incident:</b>

Name: Click or tap here to enter text.

Position within club/event: Click or tap here to enter text.

Telephone number: Click or tap here to enter text.

Email address: Click or tap here to enter text.

**21. Please provide any details of any person involved in this incident or alleged to have caused the incident/injury:**

Name: Click or tap here to enter text.

Person within the club or relationship to the child: Click or tap here to enter text.

Date of birth: Click or tap here to enter text.

Address: Click or tap here to enter text.

**22. Please provide details of action taken to date:**

Click or tap here to enter text.

**23. Has the incident been reported to any external agencies?**

Yes

No

**24. If YES, please provide further details:**

Name of organisation/agency: Click or tap here to enter text.

Contact person: Click or tap here to enter text.

Telephone numbers: Click or tap here to enter text.

Email address: Click or tap here to enter text.

Agreed action or advice given: Click or tap here to enter text.

<b>Your signature:</b>	Click or tap here to enter text.	<b>Print name:</b>	Click or tap here to enter text.
<b>Date:</b>	Click or tap here to enter text.		

Contact the Angling Trust's Designated Safeguarding Officer in line with reporting procedures. [Richard.hadley@anglingtrust.net](mailto:Richard.hadley@anglingtrust.net)