



Incident Report Form

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

Name of organisation:

Richmond and District Angling Society

Your name:

Your position:

Your contact information:

Address:

Telephone number:

Email address:

Name of Person of concern:

Is the person under 18? (If no, go to question 12)

Yes

No

Child's date of birth:

Parent/Carer's name(s):

Person or Parent/Carer's contact information:

Address:

Telephone number:

Email address:

Have parents/carer been notified of this incident:

Yes

No

If YES, please provide details of what was said:

Person's gender:

Person's ethnic origin:

Are you reporting your own concerns or responding to concerns raised by someone else:

Own concerns

Concerns raised by someone else

If responding to concerns raised by someone else, please provide further information:

Name:

Position within club/event:

Telephone numbers:

Email address:

Date and time of incident:

Details of incident or concern: Include all relevant information, such as description on any injuries and whether you are recording this incident as fact, opinion or hearsay.

Child's account of the incident: Complete if this report relates to a child

Please provide any witnesses accounts of the incident:

Please provide details of any witnesses to the incident:

Name:

Position within club/event:

Telephone number:

Email address:

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

Name:

Person within the club or relationship to the child:

Date of birth:

Address:

Please provide details of action taken to date:

Has the incident been reported to any external agencies?

Yes

No

If YES, please provide further details:

Name of organisation/agency:

Contact person:

Telephone numbers:

Email address:

Agreed action or advice given:

Your signature:

Print name:

Date: CI

Contact the Angling Trust's Designated Safeguarding Officer in line with reporting procedures. Richard.hadley@anglingtrust.net