

Cantagalo JiuJitsu London: Child protection incident reporting form



Your name:	Name of organisation:
Your role:	
Contact information (you): <i>Address:</i> <i>Postcode:</i> <i>Telephone numbers:</i> <i>Email address:</i>	
Child's name:	Child's date of birth:
Child's gender and ethnic origin:	Does child have a disability:
Parent's / carer's name(s):	
Contact information (parents/carers): <i>Address:</i> <i>Postcode:</i> <i>Telephone numbers:</i> <i>Email address:</i>	
Have parents / carers been notified of this incident? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES please provide details of what was said/action agreed:	
Are you reporting your own concerns or responding to concerns raised by someone else: <input type="checkbox"/> Responding to my own concerns <input type="checkbox"/> Responding to concerns raised by someone else	
If responding to concerns raised by someone else: <i>Please provide further information below</i>	
<i>Name:</i> <i>Position within the sport or relationship to the child:</i> <i>Telephone numbers:</i> <i>Email address:</i>	

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Date and time of incident:
Details of the incident or concerns: <i>Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.</i>
Child's account of the incident:

Please provide any witness accounts of the incident:
Please provide details of any witnesses to the incident: <i>Name:</i> <i>Position within the club or relationship to the child:</i> <i>Date of birth (if child):</i> <i>Address:</i> <i>Postcode:</i> <i>Telephone number:</i> <i>Email address:</i>

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<p>Please provide details of any person involved in this incident or alleged to have caused the incident / injury:</p> <p><i>Name:</i></p> <p><i>Position within the club or relationship to the child:</i></p> <p><i>Date of birth (if child):</i></p> <p><i>Address:</i></p> <p><i>Postcode:</i></p> <p><i>Telephone number:</i></p> <p><i>Email address:</i></p>
<p>Please provide details of action taken to date:</p>
<p>Has the incident been reported to any external agencies?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p>If YES please provide further details:</p>
<p><i>Name of organisation / agency:</i></p> <p><i>Contact person:</i></p> <p><i>Telephone numbers:</i></p> <p><i>Email address:</i></p> <p><i>Agreed action or advice given:</i></p>

Your Signature:		Print name:	
Date:			

Please send the form to the Cantagalo JiuJitsu London Child Protection Officer via: cantagalojiujitsulondon@gmail.com.

Please state “Child protection” in the subject line.