

# Spelthorne Volleyball Club Incident Report Form

This report form should be submitted to:

Junior members U18: Designated Safeguarding Lead

Adult members: Club Welfare Officer and Club Secretary

Your information			
Name			
Address			
Contact number(s)			
Email			
Name of organisation		Your role	

Personal information – child / young person					
Name				Date of birth	
Gender <sup>[i]</sup>	Male	Female	Non-binary	Another description (please state)	
Is there any information about the child that would be useful to consider?					

Contact information – parent / carer		
Name(s)		
Address		
Contact number(s)		
Email		
Have they been notified of this incident?	No	Please explain why this decision has been taken
	Yes	Please give details of what was said / actions agreed

Incident details*	
Date and time of incident	

Please tick one:	I am reporting my own concerns.	I am responding to concerns raised by someone else – please fill in their details:	
Name of person raising concern		Role within the sport or relationship to the child	
Contact number(s)			
Email			
Details of the incident or concerns (include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay)			

\* Attach a separate sheet if more space is required (e.g. multiple witnesses)

<b>Incident details (continued)</b>			
Child's account of the incident			
Please provide any witness accounts of the incident			
Name of witness (and date of birth, if a child)		Role within the sport or relationship to the child	
Address			
Contact number(s)			
Email			
Details of any person involved in this incident or alleged to have caused the incident / injury			
Name (and date of birth, if a child)		Role within the sport or relationship to the child	
Address			
Contact number(s)			
Email			

Please provide details of action taken to date		
Has the incident been reported to any external agencies?	No	Yes – please provide further details:
Name of organisation / agency		
Contact person		
Contact number(s)		
Email		
Agreed action or advice given		

Declaration	
Your signature	
Print name	
Today's date	

Contact your organisation's Designated Safeguarding Officer in line with <b>[insert name of your organisation]</b> 's reporting procedures	
Safeguarding Officer's name	
Date reported	