



Safeguarding
Sample Safeguarding Incident Form

(An incident could be a safeguarding issue, theft, bullying, a child running away, abuse of any form or a breach of the organisations code of conduct etc.)

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| Your name: | |
| Your position: | |
| Child's name: | |
| Child's address: | |
| Parents/carers Names & Address: | |
| Child's date of birth: | |
| Date and time of any incident: | |
| 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 |
| Complete if responding to concerns raised by someone else: | Name: Position within the sport or relationship to the child: Telephone numbers: Email address: |
| Your observations: | |



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| Detail exactly what the child said and what you said: (Remember, do not lead the child – record actual details. Continue on separate sheet if necessary) | |
| Action taken so far: | |
| External agencies contacted (date & time) | |
| Police <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes Branch: Name and contact number: Details of advice received: |
| Social services <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes Branch: Name and contact number: Details of advice received: |
| Netball NI <input type="checkbox"/> Yes <input type="checkbox"/> No | Name and contact number: Details of advice received: |
| Council or Education Department (if appropriate) <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes – which: Name and contact number: Details of advice received: |



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|---------------------------|---|
| Other (e.g. NSPCC) | Organisation name: Name and contact number: Details of advice received: |
|---------------------------|---|

Signature _____ **Print Name** _____

Date

Remember to maintain confidentiality on a need to know basis – only if it will protect the child. Do not discuss this incident with anyone other than those who need to know.

NB A copy of this form should be sent to social services after the telephone report and to the Netball NI Designated Officer for monitoring purposes.