

# INCIDENT REPORT FORM FOR SAFEGUARDING CONCERNS



Please complete this form and return to [safeguarding@welshlacrosse.co.uk](mailto:safeguarding@welshlacrosse.co.uk)  
If an emergency, please contact David Cooke – Safeguarding Lead on 07843 594213

Have you?

- Reassured the young person
- Been honest and not made promises you cannot keep
- Explained why you may have to tell other people in order to stop what's happening
- Avoided closed questions and asked as few questions as possible
- Encouraged the child to use their own words
- The fewer questions you ask, the better

Name of Child:	
Age and date of birth:	
Parent/carer's details:	Name:  Address:   Telephone number/s:
Date of Incident:	
Time of Incident:	
Details of the incident/concern  Including where it happened	
Details of any physical signs of abuse e.g. bruising	

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<p>Have you spoken to the child?</p> <p>If yes, what exactly did they say</p>	<p>Yes      No</p>
<p>Have you spoken to parents/carers?</p> <p>If yes, provide details of what was said.</p> <p>(NB – depending on the allegation, it is not always appropriate to speak to parents)</p>	<p>Yes      No</p>
<p>Have you spoken to person the allegations are being made against?</p> <p>NB – never speak to them if it is a child abuse allegation – only if it is “poor practice”</p> <p>If yes, provide details of what was said.</p>	<p>Yes      No</p>
<p>Have you informed statutory authorities?</p> <p>If so:</p>	<p>Yes      No</p> <p>If yes, was it:    Police      Social Services      CPSU</p> <p>Name of person you reported it to:</p> <p>Designation/Position:</p>

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	Telephone Number:
Details of any action taken:	
Details of any action you intend to take:	
Details of Witnesses  (continue on separate sheet if required)	Name:  Address:  Telephone:  Witness Comments:
Details of Person alleged to have committed the offence	Name:  Address (if known):

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	Telephone Number (if known):
Details of Person reporting concern:	Name: Position in Club: (parent, coach, child etc): Address:  Telephone Number/s:
Signed:	
Date:	

**REMEMBER TO MAINTAIN CONFIDENTIALITY.  
DO NOT DISCUSS WITH ANYONE OTHER THAN THOSE WHO NEED TO  
KNOW**

**Contact the Lead Welfare Officer at Welsh Lacrosse and report this  
concern**