

## Lions Ski Club – Incident Reporting Form for Safeguarding Concerns

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 less 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 eg bruising	

<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><b>NB – never speak to them if it is a child abuse allegation – only if it is “poor practice”.</b></p> <p>If yes, provide details of what was said</p>	<p>Yes/No</p>

<p>Have you informed statutory authorities? If so –</p>	<p>Yes/No</p> <p>If yes, was it Police/Children’s Social Care/LADO</p> <p>Name of person you reported it to:</p> <p>Designation/Position:</p> <p>Telephone Number:</p>
<p>Details of any action taken</p>	
<p>Details of any action you intend to take</p>	
<p>Details of Witnesses (continue on separate sheet if required)</p>	<p>Name:</p> <p>Address:</p> <p>Telephone:</p> <p>Witness Comments:</p>
<p>Details of Person alleged to have committed the offence</p>	<p>Name:</p> <p>Address (if known):</p> <p>Telephone Number (if known):</p>
<p>Details of Person reporting concern:</p>	<p>Name:</p> <p>Position in Club: (parent, coach, child etc):</p> <p>Address (if known):</p> <p>Telephone Number (if known):</p>

Details of Person completing the form:	Name: Position in Club: (CWO, coach etc) Address: Telephone number:
Signed:	
Date and Time:	

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