



INCIDENT REPORT FORM

Please see notes below

Your name and contact details:
Your position:
Child's name:
Parents' names and address:
Date and time of incident:
Your observations:
Exactly what the child said and what you said: remember; do not lead the child – record actual details. Continue on separate sheet if necessary:

When complete forward to:
The Safeguarding & Child Protection Lead Officer, Pentathlon
GB, Wessex House, University of Bath, Claverton Down, Bath
BA2 7AY (marked Confidential)

Notes:

Ensure That You Do:

- Stay calm - do not rush into inappropriate action. React calmly in order to not alarm the young person
- Reassure the child - that they are not to blame and confirm that you know how difficult it must be to confide
- Listen sympathetically - to what the child says and show that you take them seriously
- Keep questions to a minimum - the law is very strict and child abuse cases have been dismissed where the child has been led or words and ideas have been suggested. Only ask questions to clarify
- Ensure you clearly understand what the child has said - in order that the information can be passed on to the appropriate agencies
- Consult with the club or CB Welfare Officer - ensuring that you communicate all the information accurately
- Maintain confidentiality - complete the incident report form (see top of page). All incidents will be treated with an open mind and be handled in a fair and equitable manner. Confidentiality must be maintained until a case is proven
- Keep track of the child's safety and wellbeing - if urgent medical attention is required, then call an ambulance, inform the doctors of the concerns and ensure they are aware that this is a child protection issue

Ensure That You Do Not:

- Panic - or allow your feelings to be evident
- Make promises you cannot keep - explain that you will need to tell other people
- Make the child repeat the story unnecessarily
- Delay
- Speculate or make assumptions
- Approach the alleged abuser
- Take sole responsibility
- Investigate yourself

In all cases, if you are not sure what to do, you can gain help from the NSPCC 24-hour freephone helpline (0800 800 500) or the Pentathlon GB Safeguarding & Child Protection Lead Officer (07985854393).

Make sure that all relevant information passed to external agencies is as helpful as possible. It will be necessary to make a detailed report at the time of disclosure. The report should ideally contain the following details:

- The young person's name, parents'/carers' name, address,
- Their date of birth, race, ethnic origin, and any disability they may have
- Nature of the allegation
- A description of any injuries/bruising
- Any observations about the behaviour/emotional state of the young person
- Times, locations, dates
- The young person's account in their own words of what has happened
- Actions that have been taken as a result of your concerns
- Whether the person writing the report is expressing their own concerns or those of a third party
- Sign and date
- Keep a copy
- Keep a record of the name and designation of a Social Services member of staff or police officer to whom concerns were passed