

## Incident Report Form

<b>Name of organisation:</b>
<b>Your name:</b>
<b>Your position:</b>
<b>Your contact information:</b>
Address:
Telephone numbers
Email address:
<b>Child's name:</b>
<b>Child's date of birth:</b>
<b>Child's gender:</b>
<input type="checkbox"/> Male
<input type="checkbox"/> Female
<b>Child's ethnic origin:</b>
<b>Parent/Carer's name(s):</b>
<b>Parent/Carer's contact information:</b>
Address:
Telephone numbers
Email address:

<b>Have parents/carers been notified of this incident:</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If YES please provide details of what was said:</b>
<b>Are you reporting your own concerns or responding to concerns raised by someone else:</b>
<input type="checkbox"/> Own concerns <input type="checkbox"/> Concerns raised by someone else
<b>If responding to concerns raised by someone else, please provide further information:</b>
Name:  Position within club/event:  Telephone numbers:  Email address:
<b>Date and time of incident:</b>
<b>Details of incident or concern:</b> Include all relevant information, such as description on any injuries and whether you are recording this incident as fact, opinion or hearsay.
<b>Child's account of the incident:</b>
<b>Please provide and witnesses accounts of the incident:</b>

<b>Please provide details of any witnesses to the incident:</b>	
Name:	
Position within club/event:	
Telephone numbers:	
Email address:	
<b>Please provide any details of any person involved in this incident or alleged to have caused the incident/injury:</b>	
Name:	
Person within the club or relationship to the child:	
Date of birth:	
Address:	
<b>Please provide details of action taken to date:</b>	
<b>Has the incident been reported to any external agencies?</b>	
<input type="checkbox"/> Yes	
<input type="checkbox"/> No	
<b>If YES please provide further details:</b>	
Name of organisation/agency:	
Contact person:	
Telephone numbers:	
Email address:	
Agreed action or advice given:	

<b>Your signature:</b>		<b>Print name:</b>	
<b>Date:</b>			

Contact the Angling Trust's Designated Safeguarding Officer in line with reporting procedures.