

In the event of a Safeguarding incident, the following procedure should be followed:

- If required, contact emergency services or the relevant authority
- Please complete in as much as information as you can – leave blank anything not applicable
- Complete two copies of this form: forward the form to the Club Safeguarding Officer, and keep a copy for your own records.

Your Information

Club Information: Reigate Priory Bowmen

Your Name:

Telephone Number:

Mobile Number:

Email Address:

Relationship to the person concerned for:

Position in Club:

Details of the person concerned for

Name:

Junior (U18)/Senior

Male/Female

Have parents/carers been notified? **Y/N**

If yes, please give details of what was said:

Please note it is not your responsibility to determine or investigate if abuse has taken place.

Details of the person concerned for

Name:

Junior (U18)/Senior

Male/Female

Incident Information

What happened?

Where did it happen? (please state, if at the Club, where at the club, e.g. the Bus Shelter or Club House)

When did it happen? (please give date and time)

When was it reported and to who? (please give date and time)

Any witnesses to the incident?

Y/N

Witness 1 Name:

Witness 2 Name:

Did you report the incident to any external agencies (i.e. outside of the Club)?

Y/N

Which agency was it reported to?

When was it reported? (please give date and time)

Who reported it to the agency?

Please provide agreed actions/advise from the agency:

Any other information: *Here you can provide any other information you have not already provided.*

Printed Name:

Signed:

Date: