



Child Protection Incident Report Form

Section 1: Details of the Young Person		
Name of Young Person:		
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Age:	Date of Birth:
Young Person's Address (inc. Postcode)		
Parent's / Carer's Name(s):		
Section 2: Your Details		
Your Name:	Your Position:	Date & Time of Incident:
Section 3: Your Report		
I am: <input type="checkbox"/> Responding to my own concerns <input type="checkbox"/> Responding to concerns raised by someone else (please provide their name and position here)		
Please provide details of the incident or concerns you have, including times, dates and other relevant information (description of any injuries ; whether you are recording fact, opinion or hearsay etc):		
Please provide the Young Person's account, if it can be given, of what has happened and how:		
Please provide details of the person(s) alleged to have caused the incident / injury including, where possible, their names, addresses and approximate age:		
Please provide details of any witnesses to the incident(s) if any are known:		



Have you spoken to the parents: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide details of what was said:
Have you spoken to the child: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide details of what was said:
Have you spoken to the person the allegations are against: <input type="checkbox"/> Yes <input type="checkbox"/> No – if no please don't approach them	If yes, please provide details of what was said:
Please provide details of any further action taken:	
Have you informed anyone of your concerns: Club Welfare Officer: <input type="checkbox"/> Yes <input type="checkbox"/> No Social Services: <input type="checkbox"/> Yes <input type="checkbox"/> No Police: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Please provide the name of the person contacted and his / her contact details:	
<p>Data Protection</p> <p>Harpenden Hockey Club and England Hockey (EH) will each use the information in this form (together with any other information obtained as a result of any investigation) to investigate the alleged incident, to follow the EH 'Safeguarding and Protecting Young People Complaints and Disciplinary Regulations', and to take whatever action is deemed appropriate.</p> <p>This may involve disclosing certain information to a number of organisations and individuals including relevant clubs, county boards, individuals that are the subject of an investigation and / or government authorities such as the police, children's social care, the Courts and / or probation officers and, potentially, to legal and other advisors involved in an investigation.</p> <p>As the person completing this form you must notify each person whose information you include about what will happen to their information and how it may be disclosed, except to the extent that doing so would prejudice either the prevention or detection of a crime, or the apprehension or prosecution of an offender.</p>	
Your Signature:	Date & Time:

What to do next

A copy of this report should be passed to the club's Welfare Officer. The Welfare Officer's contact details can be found on the Useful Contact's list in the HHC Policies and Procedures handbook.

If the Welfare Office is not contactable, please contact the Director of Hockey who will advise on the next course of action as per the club's Child Protection Policy and Guidelines.

Please ensure that this document is always posted in an envelope marked 'Private & Confidential'

Please retain the original copy of this document, along with any other notes you may have made, in a private and secure location.