**Incident reporting form**

Chiltern Cheetahs take Safeguarding seriously.

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| **Your information** |
| Name  |  |
| Address |  |
| Contact number(s)  |  |
| Email  |  |
| Name of organisation  | Chiltern Cheetahs  | Your role |  |

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|  **Personal information – child / young person** |
| Name  |  | Date of birth |  |
| Gender[[1]](#endnote-2) | Male¨ | Female¨ | Non-binary¨ | Another description (please state)¨ |
| Is there any information about the child that would be useful to consider? |

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| **Incident details\*** |
| Date and time of incident |  |
| Please tick one:  | ¨ | I am reporting my own concerns. | ¨ | I am responding to concerns raised by someone else – please fill in their details: |
| Name of person raising concern |  | Role within the sport or relationship to the child |  |
| Contact number(s)  |  |
| Email  |  |
| Details of the incident or concerns (include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay) |

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| **Incident details (continued)** |
| Child’s account of the incident |
| Please provide any witness accounts of the incident: |
| Name of witness (and date of birth, if a child) |  | Role within the sport or relationship to the child |  |
| Contact number(s)  |  |
| Email  |  |
| Details of any person involved in this incident or alleged to have caused the incident / injury |
| Name (and date of birth, if a child) |  | Role within the sport or relationship to the child |  |
| Contact number(s)  |  |
| Email  |  |
| Please provide details of action taken to date  |
| Has the incident been reported to any external agencies? | ¨ | No | ¨ | Yes – please provide further details: |
| Name of organisation / agency |  |
| Contact person  |  |
| Contact number(s)  |  |
| Email  |  |
| Advice given |

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| Agreed Action Points:  |
| To be reviewed?  |  | No |  | YesDate:  |

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| **Declaration** |
| Your signature | û |
| Print name |  |
| Today’s date |  |

1. [↑](#endnote-ref-2)