# **RLSS UK Incident Report Form**

If a child or young person or an adult at risk informs you directly that he/she, or another child or adult at risk, is concerned about someone’s behaviour towards them please remember the following while completing this form.

* **React calmly so as not to frighten or deter the child or adult at risk.**
* **Tell the child or adult at risk that he/she is not to blame and that he/she was right to tell.**
* **Take what the person says seriously.**
* **Keep any questions to an absolute minimum to ensure a clear and accurate understanding of what has been said.**
* **Reassure the child or adult at risk but DO NOT make promises of confidentiality which might not be feasible in light of subsequent developments.**
* **Record in writing exactly what has been said using the child or adult at risk words.**

|  |  |
| --- | --- |
| **Person’s Details** | **Child**  **Adult at risk** |
| **First Name** |  |
| **Surname** |  |
| **Parents / Carer's name(s)** |  |
| **Home address** |  |
| **Postcode** |  |
| **Telephone number** |  |
| **Date of Birth** |  |
| **Age** |  |
| **Gender** | **Female  Male  Other** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Ethnicity** | | | |
| **White** | **British  Irish**  **Any other (please specify):** | | |
| **Mixed** | **White & Black Caribbean  White& Black African  White &Asian**  **Any other mixed background (please specify)** | | |
| **Asian or Asian British** | **Indian  Pakistani  Bangladeshi  Chinese**  **Any other Asian Background (please specify):** | | |
| **Black or Black British** | **Caribbean  African**  **Any other Black Background (please specify):** | | |
| **Your details** | | | |
| **First Name** | | |  |
| **Surname** | | |  |
| **Club name** | | |  |
| **RLSS UK Personal Society Number** | | |  |
| **Your position within Club** | | |  |
| **Home address** | | |  |
| **Postcode**  **Telephone number** | | |  |
| **Mobile number** | | |  |
| **Incident details** | | | | |
| **Date of Incident** | | |  | |
| **Time of Incident** | | |  | |
| **Are you reporting you own concerns or responding to concerns raised by someone else** | | |  | |
| **If responding to concerns raised by someone else please provide their name and position within the Club** | | |  | |
| **Incident details:**  **Please provide details of the incident (what was observed or reported to you) or concerns you have, including dates, time and venue.** | | |  | |
| **Please detail exactly what was said, if your concerns are the result of a child speaking to you, include date, time and venue:** | | |  | |
| **Have you spoken to the parent/s?** | | | **Yes  No**    **If yes please provide details of what was said:** | |
| **Have you spoken to the child? If Yes what was said** | | | **Yes  No** | |
| **Have you spoken to the person the allegations are being made against?** | | | **Yes  No**  **If yes please provide details of what was said:** | |
| **Please provide details of further action taken to date** | | |  | |
| **Statutory authorities and agencies (Police, Social Services, Children Services or Adult Services)** | | | | |
| **Have you informed statutory agencies (Police or Children’s Services/Adult Services** | | | **Yes  No** | |
| **Name of Statutory authority/Agency** | | | **Log number :**  **Name of person :**  **Position of the person:**  **If yes please provide details of what was said:** | |
| **Police** | | | **Log number :**  **Name of person :**  **Position of the person:**  **If yes please provide details of what was said:** | |
| **Were there any witnesses to the incident?** | | | **Yes  No**    **If yes, please ensure you get a full witness report from them and ask the witness to complete the Witness Report Form** | |
| **Your Signature** | | |  | |
| **Print Name** | | |  | |
| **Date** | | |  | |