# **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** |  |