



Safeguarding Children Incident Reporting Form

If you suspect that a child may be being abused, whether physically or emotionally, it is not your responsibility to take control of the situation or to decide whether the abuse is actually taking place. However, you do have the responsibility to inform the appropriate people about your concerns so that they may make enquiries and take any action necessary for the well-being of the child.

However small your concern, you should share it with the NGB Child Protection Officer, who will take responsibility for any referrals to outside agencies that are necessary.

Please ensure that confidentiality is maintained as far as possible. Only discuss your concerns on a need to know basis, and do not disclose the identity of those involved unless absolutely necessary.

Personal and Contact Details		
	Of person reporting concern/allegation	Of child (alleged victim)
Name		
Position		
Date of Birth/Age		
Address		
Telephone Number:		
Mobile Number:		
Golf Club:		
County:		
School:		
Date allegation received:		
Name of person receiving details of allegation:		



Details of Person Involved in Concern/Allegation (the accused)	
Name	
Address:	
Telephone Number:	
Mobile number:	
Position (in relation to young person)	
Details of the Concern/Allegation	
Date/Time:	
Location:	
Persons involved/witnesses:	
Nature of concern/allegation	
How did the concern/allegation come to your attention?	
Observations: e.g. changes in behaviour, inappropriate actions, injuries, etc.	



Record of conversation:

(Details of exactly what was said to you and by you):

Actions Taken:

Contacts Made

Child Protection Officer's Name:

Date/Time contacted:

Advice received:

Other persons contacted:
(provide details of name, position and organisation).

Summary



Ethnic Group

Please choose the category that best describes the child's ethnic group from the following list and tick the appropriate box:

White	A1 British	A2 Irish	A3 Any other white background
Mixed	B1 white and Black Caribbean	B2 White and Black African	B3 White & Asian
	B4 Any other mixed background		
Asian	C1 Indian	C2 Pakistani	C3 Bangladeshi
	C4 Any other Asian background		
Black or Black British	D1 Caribbean	D2 African	D3 Any other Black background
Chinese	E1 Chinese	E2 Any other (please write in):	

Disability

The Disability Discrimination Act 1995 defines a disabled person as anyone with a "physical or mental impairment that has a substantial and long term adverse effect upon his/her ability to carry out normal day-to-day activities."

Please choose the description that best describes the nature of the child's disability and tick the appropriate box.

A. Visually impaired	D. Learning disability
B. Hearing impaired	E. Multiple disability
C. Physical disability	F. Other (please write in)

You may wish to discuss your concerns with someone outside of the organisation to gain reassurance. The NSPCC Helpline can help with this, and is confidential.

NSPCC Helpline: 0808 800 5000