

RFU/RFUW INCIDENT RECORD



RFU/RFUW INCIDENT RECORD FORM

Your name _____ Your position _____

Child's name _____ D.O.B. _____ Male or Female _____

Child's address _____ Parent's/carer's names and address _____

Disability (if applicable) _____

Time and date of any incident _____

Your observations

State exactly what the child said and what you said. Remember do not lead the child – record actual details.

Action taken so far

Name of alleged offender _____

Name of alleged offender's position in sport _____

Relationship between the alleged offender and child _____

Ethnic origin _____

Marital status _____

Address _____

Age _____

External agencies contacted (date and time) _____

Police yes / no

If yes - which _____

Name and contact number _____

Details of advice given _____

Social Services yes / no

If yes - which _____

Name and contact number _____

Details of advice given _____

External agencies continued...

RFU
Name and contact number _____
Details of advice given _____

Local Authority yes / no
If yes - which _____
Name and contact number _____
Details of advice given _____

Other (e.g. NSPCC) yes / no
If yes - which _____
Name and contact number _____
Details of advice given _____

Signature _____ Print name _____

Date _____

The information which you provide on this form will be transferred to the CB Welfare Manager and the RFU's Child Protection Department either of whom may if necessary, provide the information to the relevant police force, social services department or other bodies concerned with the protection of children.

N.B. A copy of this form should be sent to social services or police after the telephone report. This form must be completed as soon as possible and certainly when the event or incident is fresh in the memory. Any delays in completing and forwarding this form may seriously jeopardise the safety, protection and welfare of the child/young person.

Remember to maintain confidentiality on a need to know basis – only if it will protect the child. Do not discuss this incident with anyone other than those who need to know.