

Child Protection Policy

City of Derry RFC - INCIDENT REPORT FORM

(An incident could be a child protection issue, theft, bullying, a child running away, abuse from a member of another team etc)

Your Name: _____

Your Position: _____

Are you reporting your own concern or that of someone else?

Own concern:

Other person's concern:

(Please indicate which one).

- Name:
- Contact details:

Child's name: _____

Child's address: _____

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

School: _____

Child's date of birth: _____

Date and time of any incident: _____

Your observations/What prompted concerns? _____

State exactly what the child said and what you said, (if applicable):

(Remember; do not lead the child – record actual details. Continue on separate sheet if necessary)

Has anyone been accused of allegedly acting in an inappropriate manner? _____

What Action has been taken so far? _____

Have the child's parents/carers been informed? Yes/No

If so state date and time: _____

Have any External Agencies been contacted? Yes/No

If so, state date and time: _____

Police
Yes/No

If **Yes**:
Name and contact number: _____

Details of advice received: _____

Social services
Yes/No

If **Yes** – Which? -
Name and contact number: _____

Details of advice received: _____

Ulster Branch
Yes/No

If **Yes**:
Name and contact number: _____

Details of advice received: _____

**Local Council/
Education Dept**
Yes/No

If **Yes** – Which? -
Name and contact number: _____

Details of advice received: _____

Other (e.g. NSPCC)

If **Yes** – Which? -
Name and contact number: _____

Details of advice received: _____

Print Name: _____

Signature: _____ **Date:** _____

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.

NB. A copy of this form should be sent to Social Services after the telephone report, and to the Club Welfare Officer for monitoring purposes.