



CHILD SAFEGUARDING INCIDENT FORM

An incident could be a child safeguarding issue, theft, bullying, a child running away, abuse from a member of another team etc.

Club or Agency
Your Name
Your position
Child's Name
Child's Address
Parent/carers names and address
School
Child's date of birth
Date and time of any incident
Your observations
Exactly what the child said and what you said (Remember; do not lead the child – record actual details. Continue on a separate sheet is necessary).
Action taken so far

External agencies contacted (date and time)

Police Yes/No	If yes – which Name and contact number Details of advice received
Social Services Yes/No	If yes – which Name and contact number Details of advice received
Governing Body: GAA Yes/No	Name and contact number Details of advice received
Local Council/Education	If yes – which Name and contact number

Department Yes/No (if appropriate)	Details of advice received
Other (eg NSPCC)	If yes – which Name and contact number Details of advice received

Signature

Print Name

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.