



Ball Hockey UK Safeguarding Incident Reporting Form

When complete this form should be sent to Donna Laverty, the Designated Safeguarding Officer for Ball Hockey UK – donnalbhuk@gmail.com

Your information

Name	
Address	
Contact number(s)	
Email	
Your role	

Personal information – child / young person

Name				
Date of birth				
Gender (optional)	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Non-binary <input type="checkbox"/>	Another description (please state) <input type="checkbox"/>
Is there any information about the child that would be useful to consider?				


Contact information – parent / carer

Name(s)			
Address			
Contact number(s)			
Email			
Have they been notified of this incident?	No <input type="checkbox"/>	Please explain below why this decision has been taken	
	Yes <input type="checkbox"/>	Please give details below of what was said / actions agreed	
If parent/carers has not been informed please explain why here. If parent/carers has been informed please give details of what was said and/or actions agreed.			

Incident details			
Date of incident			
Time of incident			
Please tick one:	<input type="checkbox"/> I am reporting my own concerns.	<input type="checkbox"/> I am responding to concerns raised by someone else – please fill in their details:	
Name of person raising concern			
Role within the sport or relationship to the child			
Contact number(s)			
Email			
Details of the incident or concerns (include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay)			
Child's account of the incident			
Please provide any witness accounts of the incident Attach a separate sheet if more space is required (e.g. multiple witnesses)			
Name of witness (and date of birth, if a child)		Role within the sport or relationship to the child	
Address			
Contact number(s)			
Email			

Details of any person involved in this incident or alleged to have caused the incident / injury			
Name (and date of birth, if a child)		Role within the sport or relationship to the child	
Address			
Contact number(s)			
Email			

Action Taken			
Please provide details of action taken to date			
Has the incident been reported to any external agencies?	<input type="checkbox"/> No	<input type="checkbox"/> Yes – please provide further details:	
Name of organisation / agency			
Contact person			
Contact number(s)			
Email			
Agreed action or advice given			

Declaration	
Your signature	
Print name	
Today's date	

Contact Donna Laverty, the Designated Safeguarding Officer in line with Ball Hockey UK's reporting procedures	
Safeguarding Officer's name	
Date reported	