

## Safeguarding Policies - Accidents & Incidents Template Reporting Form

Name: \_\_\_\_\_

Name of Organisation / Club: \_\_\_\_\_

Role: \_\_\_\_\_

Contact Information (you):

Address: \_\_\_\_\_

\_\_\_\_\_

Eircode: \_\_\_\_\_

Telephone numbers: \_\_\_\_\_

Email address: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Child's DOB: \_\_\_\_\_

Is there any additional, relevant information to add?

If yes, please state \_\_\_\_\_

\_\_\_\_\_

Child's Gender: \_\_\_\_\_

Parent's / Carer's name(s) \_\_\_\_\_

\_\_\_\_\_

Contact Information (parents/carers):

Address: \_\_\_\_\_

\_\_\_\_\_

Eircode: \_\_\_\_\_

Telephone numbers: \_\_\_\_\_

Email address: \_\_\_\_\_

\_\_\_\_\_

Have parent's / carer's been notified of this accident / incident?

Yes  No

If YES, please provide details of what was said/action agreed:

\_\_\_\_\_

\_\_\_\_\_

Are you reporting your own concerns or responding to concerns raised by someone else:

Responding to my own concerns

Responding to concerns raised by someone else

If responding to concerns raised by someone else:

Please provide further information below:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Position within the sport or relationship to the child:

\_\_\_\_\_

Telephone numbers:

\_\_\_\_\_

Email address:

\_\_\_\_\_

Date and times of accident / incident:

\_\_\_\_\_

Details of the accident / incident or concerns:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Include other relevant information, such as description of any injuries and whether you are recording this accident / incident as fact, opinion or hearsay. Child's account of the accident / incident:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please provide any witness accounts of the accident / incident

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please provide details of any witnesses to the accident / incident:

Name: \_\_\_\_\_

Position within the club or relationship to the child:

\_\_\_\_\_

Date of birth (if child): \_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

Eircode:

\_\_\_\_\_

Telephone number:

\_\_\_\_\_

Email address:

\_\_\_\_\_

\_\_\_\_\_

Please provide details of any person involved in this accident / incident or alleged to have caused the accident / incident / injury:

Name:

\_\_\_\_\_

Position within the club or relationship to the child:

\_\_\_\_\_

Date of birth (if child):

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

Eircode:

\_\_\_\_\_

Telephone number:

\_\_\_\_\_

Email address:

\_\_\_\_\_

Please provide details of action taken to date:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Has the incident been reported to any external agencies?

Yes

No

If YES, please provide further details:

Name of organisation / agency:

\_\_\_\_\_

\_\_\_\_\_

Contact person:

\_\_\_\_\_

Telephone numbers:

\_\_\_\_\_

Email address:

\_\_\_\_\_

Agreed action or advice given:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Your Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

Print name:

\_\_\_\_\_

Contact your organisation's Designated Safeguarding Officer in line with (insert your organisation / club name) reporting procedures.

