

Stirling Districts SC Incident reporting form

Your information			
Name			
Address			
Contact number(s)			
Email			
Name of organisation		Your Role:	

Personal information – child / young person					
Name				Date of birth	
Gender ¹	Male	Female	Non-binary	Another description (please state)	
<input type="checkbox"/>					

Contact information – parent / carer		
Name(s)	As above	
Address		
Contact number(s)		
Email		
Have they been notified of this incident?	No <input type="checkbox"/>	Please explain why this decision has been taken In order to determine nature of action taken by SDSC
	Yes <input type="checkbox"/>	Please give details of what was said / actions agreed

Incident details*			
Date and 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)	As above		
Email	As above		

* Attach a separate sheet if more space is required (e.g. multiple witnesses)

Incident details (continued)

Child's account of the incident			
Please provide any witness accounts of the incident			
Name of witness (and date of birth, if a child)	See above	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			
Please provide details of action taken to date			
This report form completed, copies sent to the club, other parents asked to complete forms.			
Has the incident been reported to any external agencies?	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 your organisation's Designated Safeguarding Officer in line with Reporting procedures	
Safeguarding Officer's name	
Date reported	
