



## INCIDENT / ACCIDENT REPORT POLICY / FORM

This form must be completed as soon as possible after receiving information that causes concern about the welfare or protection of a child. The form must be passed to Uddingston Hockey Club Child Protection Officer or Youth Convenor as soon as possible after completion; do not delay by attempting to obtain information to complete all sections.

Complete Part A of this form if the concerns relate to the general welfare of a child.

Complete Parts A and B if the concerns relate to possible child abuse.

### CHILD'S DETAILS

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

Date of Birth: \_\_\_\_\_

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

Telephone Contact: \_\_\_\_\_

Child's Ethnicity: \_\_\_\_\_

Child's Preferred Language: \_\_\_\_\_

Is an Interpreter Required? YES / NO (delete as appropriate)

Is the child affected by disability? YES / NO (delete as appropriate)

If yes, give details:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### DETAILS OF PERSON RECORDING CONCERNS

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

Position/Role: \_\_\_\_\_

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

Telephone Contact: \_\_\_\_\_

### IN PARTNERSHIP WITH:





**DETAILS OF INCIDENT GIVING RISE TO CONCERNS**

(Record details including date, time, location, nature of concerns)

**DETAILS OF ANY WITNESSES**

(Record names, addresses and telephone contacts)

**DETAILS OF INJURIES**

(Record all injuries sustained, location of injury and action taken)

**PART B where there are concerns about possible child abuse**

**DETAILS OF PERSON ABOUT WHOM THERE IS A CONCERN**

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

Relationship to \_\_\_\_\_

Child: \_\_\_\_\_

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

Telephone Contact: \_\_\_\_\_

**DETAILS OF CONCERNS**

(Continue on a separate sheet if necessary)

**IN PARTNERSHIP WITH:**



Douglas Park





DETAILS OF ANY ACTION TAKEN

Empty rectangular box for recording details of any action taken.

DETAILS OF AGENCIES CONTACTED

(Record date, time, name of person contacted, and advice received)

Empty rectangular box for recording details of agencies contacted.

Have the child's parents been informed? YES / NO (delete as appropriate)

If yes, record details:

Empty rectangular box for recording details if parents have been informed.

Child's views on situation (if expressed)

Empty rectangular box for recording child's views on the situation.

Signed:

Date:

Print Name:

Position:

Rev A – 1<sup>st</sup> May 2020

IN PARTNERSHIP WITH:

