



Burnley R.U.F.C.

INCIDENT RECORD



Your Name:		Your position:	
Child's Name:	D.O.B.	Male or Female	
Child's Address:		Parent/Carers Name and Address:	
Disability (if applicable):			
Time and Date of Incident:			
Your Observations:			
State exactly what the child said and what you said (<i>Remember do not lead the child</i>) – record actual details:			
Action taken so far:			
Name of Alleged Offender:		Position in Sport:	
Relationship between alleged offender and child			
Alleged offender's Marital Status		Alleged offender's age:	
Alleged Offender's address and contact details:			

External Agencies contacted (date and time)		
Police Name and Contact number	[Yes / No]	Advice Given
Social Services Name and Contact number	[Yes / No]	Advice Given
RFU Name and Contact number	[Yes / No]	Advice Given
Local Authority Name and Contact number	[Yes / No]	Advice Given
Other (e.g NSPCC) Name and Contact number	[Yes / No]	Advice Given

Signature:

Print Name:

Date:

The information which you provide on this form will be transferred to the Constituent Body Welfare Manager and the RFU's Child Protection Department either of whom may if necessary provide the information to the relevant police force, social services department or other bodies concerned with the protection of children.

N.B A copy of this form should be sent to social services or police after the telephone report. This form should be completed as soon as possible and certainly when the event or incident is fresh in the memory. Any delays in completing and forwarding this form may seriously jeopardise the safety, protection and welfare of the child or young person. Confidentiality must be maintained 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.