

Wrexham AFC Safeguarding Children Procedures

SAFEGUARDING INCIDENT REPORT FORM CONFIDENTIAL

Please return this form within 48 hours of the incident.

Date of completion:

Received by:

Person Completing This Form:

(this is the person reporting to the Safeguarding Officer)

Your Name:	Role/Position:

Address (inc town, county & post code):

Phone numbers (inc mobile):	e-mail address:

Name and Contact Details of Person Making The Allegation (if different from above):

Name	Role/Position:

Address (inc town, county & post code):

Phone numbers (inc mobile):	e-mail address:

Name and Contact Details of Victim - Child or Vulnerable Adult:

(please use another sheet if there is more than one victim)

Name:	Club or Organisation:

Address of Parent/Guardian/Carer:	Position at Organisation (participant /volunteer):

Phone numbers (inc mobile):	e-mail address:

Other useful information:	Ethnicity:	Disability(ies):

Date of Birth:	Age: (at time of incident)	Gender:

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Name and Contact Details of ALLEGED PERPETRATOR (if known):		
Name	Club, Role or Organisation:	
Address (inc town, county & post code):	Position in Organisation (eg coach):	
Phone numbers (inc mobile):	How long have they held this position?	
Age:	Gender:	e-mail address:
Relationship of accused to the victim/child/vulnerable adult:		
Is the accused a member of staff?		
Is the accused a member of paid or voluntary staff?		
Do they hold a current CRIMINAL RECORDS CHECK?		
Are they a qualified coach or referee?		
Does the accused hold an FA Coach Licence (UK only)?		
Does this person work in any other role with children or vulnerable adults (eg. performance teams, other clubs, teacher, scouts, care worker, other sports clubs)? If yes, please give details:		
The Allegation/Incident:		
Date of Incident:	Time of incident:	
Where incident took place (e.g. club name):	Where incident took place (e.g. astroturf pitch):	
Witness 1: Name and Contacts	Witness 2: Name and Contacts	
Witness 3: Name and Contacts	Witness 4: Name and Contacts	

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How would you briefly describe or categorise the incident? (eg bullying, physical abuse, assault, intervention in a fight etc.)	
What happened? Please detail the incident as you saw it or how it was reported to you:	
If incident occurred during a match a referees report is required. Please supply contact details of the referee together with a copy of his/her report. Attached?	Y / N
Referees Name	Referees Contact details:
If Child/Vulnerable Adult spoke to you directly, please record actual details and words used by them. (Remember do not lead or question the child or young person):	

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Action taken by you or others so far:			
Have you or anyone else from the club taken any action (e.g. suspended the accused, etc)?			
Have you contacted a Safeguarding Officer?			
If so, who and when?			
If yes, then please state when and how (below):			
FA or FL contacted?	Police Contacted?	Social Services?	Other (eg NSPCC)?
	Crime Number:		
By whom?	By whom?	By whom?	By whom?
FA / FL Details:	Police details:	Social Services details:	Contact details:
Please sign here (if paper copy) to confirm your statement as a true and accurate account:		Date completed:	

Please return this form to **Zoe Denman-Ellis - zoe.denman-ellis@wrexhamafc.co.uk**
and/or **John Widdowson - john.widdowson@wrexhamafc.co.uk**