

KE Incident Safeguarding concern report form



Fill as much as you can and inform safeguarding officer ASAP

Your name:		Name of organisation:	
Your role:			
Contact information (you): <i>Address:</i>			
<i>Telephone numbers: Email address:</i>			
Child's name:		Child's date of birth:	
Child's ethnic origin: <i>Please state</i>		Does child have a disability: <i>Please state</i>	
Child's gender: <input type="checkbox"/> Male <input type="checkbox"/> Female			
Parent's / carer's name(s):			
Contact information (parents/carers): <i>Address:</i> <i>Telephone numbers:</i>			
<p>Have parent's / carer's been notify of this incident? (if the concern relates to a parent or carer then seek advice from safeguarding officer before informing them as informing parents make create further risk to child)</p> <input type="checkbox"/> Yes <input type="checkbox"/> 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 or a child:

- Responding to my own concerns
- Responding to concerns raised by someone else
- Responding to concerns raised by child/young person

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 incident:

Details of the incident or concerns:

Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay. If safeguarding concern use child's exact words.

Child's account of the incident in their words:

Please provide any witness accounts of the incident:

Please provide details of any witnesses to the incident:

Name:

Position within the club or relationship to the child:

Date of birth (if child):

Address:

Postcode:

Telephone number:

Email address:

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

Name:

Position within the club or relationship to the child:

Date of birth (if child):

Address:

Postcode:



<i>Telephone number:</i>	<i>Email address:</i>
Please provide details of action taken to date:	
Has the incident been reported to any external agencies? <input type="checkbox"/> Yes <input type="checkbox"/> No If No please give reason: -	
If YES please provide further details:	
<i>Name of organisation / agency:</i>	
<i>Contact person:</i>	
<i>Telephone numbers:</i>	
<i>Email address:</i>	
<i>Date and Time informed:</i>	
<i>Agreed action or advice given:</i>	
Have you informed UKA safeguarding officer? <input type="checkbox"/> Yes <input type="checkbox"/> No If no state reason> NB: Contact must be made by phone first then the incident form must be emailed or faxed within 24hrs <i>Time informed:</i> <i>Date informed:</i>	

Your Signature:		Print name:	
Date:			

Contact your organisation's Designated Safeguarding Officer in line with Karate England reporting procedures.