**Safeguarding Incident Reporting Form**

**Please use additional sheets as necessary**

This form gives you the space to report as much information as you can, to help us deal with the concern raised. However, there may be areas where you do not have that information.

**Not wishing to share full information at this stage should not prevent you from reporting**.

**Email and phone number are at the bottom of this form and on the Safeguarding page of our website**

If you prefer, you can give full details when we contact you, but we do need enough information to understand the nature of your concern – where information is essential it is marked with an **\***

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| **Your information** | | | | | | | | | | | | |
| **\***Name | | | |  | | | | | | | | |
| **\***Contact details *(you may give all or any of these)*  phone number -  email -  address - | | | |  | | | | | | | | |
| **\***Name of organisation /project | | | |  | | | | | | | Your role |  |
| **Details of the person whose welfare or safety you are concerned about.**  This may relate to a child, adult at risk or other whose welfare you are worried about or an incident you have seen, heard or been informed of. Please specify which and include as much personal information as you can. *Please report even if you do not have any of the information requested. Alternatively, if you prefer, you can give full details when we contact you.*  If your concern relates to more than one person, please be specific about who they are. Attach additional sheets if necessary. | | | | | | | | | | | | |
| **\***Name | | | |  | | | | | | | Date of birth (if child) |  |
| Gender | | | | Male  🞎 | | Female  🞎 | | Non-binary  🞎 | | | Another description (please state)  🞎 | | |
| **\***What is their role or relationship to Lord’s Taverners (e.g., participant/ staff member/ development officer/ coach/ volunteer/ member/ guest etc)? | | | | | | | | | | | | |
| Describe any specific needs such as any disabilities, mental health issues or additional vulnerabilities. Please do not give your opinion but provide this information based on factual evidence. | | | | | | | | | | | | |
| Give details of any further information about this person that would be useful to consider. | | | | | | | | | | | | |
| **\***Name of project / venue /organisation / activity you are concerned about | | | | | | | | | | | | |
| **Details of person whose behaviour or actions you are concerned about.**  This is about the alleged perpetrator(s) of abuse or whose actions or behaviour there are concerns about. If the alleged perpetrator is a child, please provide parent/guardians contact details if possible. *Please report even if you do not have any of the information requested.* *Alternatively, if you prefer, you can give full details when we contact you.*    If the allegation is against a member of staff or volunteer, that person should not be informed of the concern until advice has been sought from the Lord’s Taverners Safeguarding Lead | | | | | | | | | | | | |
| **\***Name(s) | | | |  | | | | | | | | |
| Contact details *(you may give all or any of these)*  phone number –  email -  address - | | |  | | | | | | | | | |
| **\***What is their role or relationship to Lord’s Taverners | | |  | | | | | | | | | |
| **Incident, concern or disclosure details.**  If your concern relates to a number of concerns which have come to light over a period of time, then please specify. Attach a separate sheet if necessary. *Please report even if you do not have any of the information requested. Alternatively, if you prefer, you can give full details when we contact you.* | | | | | | | | | | | | |
| **\***Date, time, location of incident. | | | | | |  | | | | | | |
| **\***Please tick one: | 🞎 | I am reporting my own concerns. | | | | | 🞎 | | I am responding to concerns raised by someone else – please fill in their details: | | | |
| **\***Name of person raising concern if not yourself | | | | | |  | | | | **\***Role within the sport/organisation or relationship to the person of concern | |  |
| **\***Contact details - phone number and/or mail | | | | | |  | | | | | | |
| Describe nature of injury, any treatment or aftercare given and by whom | | | | | | | | | | | | |
| **\***Details of the incident or concerns - include whether you are recording this incident as fact, opinion or hearsay. Be clear and concise so we can understand the nature of the concern (you can give us full details when we contact you if preferred)  Suggested points to cover.   * What, when, why and where did it happened * Who is involved, and who did what * Include any comments and the manner of the person at risk if possible. * Provide any witness accounts of the incident * Provide any previous concerns   Try to report in a chronological order.  If your information has come to you from a number of individuals, please be clear about who said what. | | | | | | | | | | | | |
| **Witness details**  If there was more than one witness person, please be specific about who said or did what. Attach a separate sheet if necessary. *Please report even if you do not have any of the information requested or wish to give it.* | | | | | | | | | | | | |
| Name of witness (and date of birth if a child) | | | | |  | | | | | | | |
| Role within the sport/ organisation or relationship to the person at risk | | | | |  | | | | | | | |
| Contact details - phone number and/or mail | | | | |  | | | | | | | |
| Have they been spoken to? | | | | | No - Please explain why this decision has been taken | | | | | | | |
| Yes - Please give details of who was spoken to /what was said / actions agreed | | | | | | | |
| **Reporting and action taken** | | | | | | | | | | | | |
| **\***Please provide details of any action taken to date and by whom  Include who have you have spoken to about this matter | | | | | | | | | | | | |
| **\***Has the incident been reported to any external agencies? (e.g., social service, police) | | | | | | No  Yes – please provide further details: | | | | | | |
| **\***Name of organisation / agency | | | | | |  | | | | | | |
| **\***When they were notified | | | | | |  | | | | | | |
| **\***Contact person | | | | | |  | | | | | | |
| **\***Contact details - phone number and/or mail | | | | | |  | | | | | | |
| **\***Agreed action or advice given | | | | | |  | | | | | | |
| **CONFIDENTIALITY** | | | | | | | | | | | | |
| **\*Child or adult at risk.** If you have any concerns about approaching a parent / carer, please seek advice from the Lord’s Taverners Safeguarding Lead (contact details below) | | | | | | | | | | | | |
| Has the child or adult at risk consented to you sharing this information? | | | | | | | | No  Yes – please provide further details: | | | | |
| Has the child’s parent / carer has been spoken to about the concerns and did they expressed a view about what should be done. | | | | | | | | No  Yes – please provide further details: | | | | |
| Do they consent to you sharing this information for the purposes of safeguarding their child? | | | | | | | | No  Yes – please provide further details: | | | | |
| **\*Adult** | | | | | | | | | | | | |
| Do they consent to you sharing this information? | | | | | | | | No  Yes – please provide further details: | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please use this space if there is any further information you wish to share. | | | | |
| **You** | | | | |
| Your signature | | 🗶 | | |
| **\***Print name | |  | | |
| **\***Today’s date | |  | | |
| **Contact the Designated Safeguarding Officer in line with Lord’s Taverners reporting procedures** | | | | |
| Safeguarding Officer’s name and contact details | **Anna Stogdon** [safeguarding@lordstaverners.org](mailto:safeguarding@lordstaverners.org)  **02038897518** | | Date reported |  |

**Please send this form to the above email address. We will let you know as soon as possible that we have received your message and will respond to it within a maximum of 2 working days.**

**Thankyou**