



Incident or Complaint Report

In an emergency, or if you believe a person is at risk of further harm, you must contact the Emergency Services, Social Care Services or relevant authorities, immediately.

Follow the safeguarding or complaints flowcharts and consult the notes for more guidance.

The completion of this form requires several people during the reporting, review and conclusion of the incident or complaint and cannot all be completed by one person.

Please provide as much information as you possibly can, but do not worry if you cannot supply all the information.

If there is not enough space to provide all the information, please use and attach separate sheets.

As soon as possible, send 1 copy to the Safeguarding Officer and 1 copy to the Secretary. Copies of this form and the details provided will be stored securely and will only be shared with additional club officials, AGB or outside agencies on a need-to-know basis.

1 - Person reporting the Incident or Complaint	
Your Name	
Club Name	
Membership Status	
Email	
Mobile / Tel.	
Address	

2 - Whose concerns are you reporting	
Are you reporting your own concerns or responding to concerns raised by someone else	My own
	Someone else
<i>Please tick one</i>	
If someone else, who. For a junior, please provide contact details of a responsible adult.	
Name	
Email	
Mobile / Tel.	
Address	

3 - Person affected by the incident	
Name	
Date of Birth	Gender on Birth Certificate
To ensure that all factors are taken into account, it may help if you can provide some or all of the following information: gender identity, disability status, ethnic origin, sexual orientation, or any other information you believe is relevant. The person (or adult on behalf of a Junior) may opt for 'prefer not to say'.	

If reporting for a Child or Young Person, please complete box 4, if not move on to section 5.

4 - Parent/Carer for Child or Young Person	
Has the Parent/Carer been informed	Yes / No <input type="checkbox"/>
Name of Parent/Carer	<input type="text"/>
Email	<input type="text"/>
Mobile / Tel.	<input type="text"/>
Address	<input type="text"/>
If informed, please give details of what was said If not informed, please give reason why	
<input type="text"/>	

5 - Person(s) involved in the incident or alleged to have caused the incident			
	Person 1	Person 2	Person 3
Club	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name	<input type="text"/>	<input type="text"/>	<input type="text"/>
D. of B.	<input type="text"/>	<input type="text"/>	<input type="text"/>
Email	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobile	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tel.	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>	<input type="text"/>	<input type="text"/>

6 - Incident or Complaint	
Where did it happen <i>Location, address</i>	<input type="text"/>
When did it happen <i>Day, date, time</i>	<input type="text"/>
What happened How and why did this happen	<input type="text"/>

7 - Child or Young Person Statement

For an **incident** involving a **Child or Young Person** please ask them to write or narrate their own account - *in their own words*.

8 - Witnesses

Was the incident witnessed by anyone

Yes / No

If yes, by whom
Name, mobile, email

Person 1

Person 2

9 - Complaint

For a **complaint**, which club rules or AGB codes of conduct do you believe were broken

10 - Reporting Internal

When was it reported
Day, time

Who was it reported by
Name, mobile, email

Who was it reported to
Name, mobile, email

11 - Reporting External	
Was the incident reported to an external agency	Yes / No
If yes, which agency was it reported to	
When was it reported <i>Day, date, time</i>	
Who was it reported by <i>Name, mobile, email</i>	
Advice given by the agency	

12 - Individual completing this report	
Signature	
Name	
Position	
Date	

TO BE COMPLETED BY CLUB OFFICIALS

13 - Action taken and follow-up actions	
Was the club Safeguarding Officer informed <i>When, by whom</i>	
Was the Club/County/Region Secretary informed <i>When, by whom</i>	
Was AGB Membership Services or the SO informed <i>When, by whom</i>	
Advice given, suggested actions	

14 - Return to club/sport	
Have those involved returned to the club/sport	
If not, why not	
Is there any further action required to encourage them back to the club/sport	

15 - Findings by Club Officials	
Actions taken - this may include discussion by the Committee, or forming a panel to investigate the reported incident, their process, findings, recommendations, and the actions taken.	

16 - Club Official	
Signature	
Name	
Position	
Date	