

## Active Sport Safeguarding Incident Report Form

**CONFIDENTIAL – For Safeguarding Use Only**

**Designated Safeguarding Lead (DSL): Mark Whitwood**

**Deputy Designated Safeguarding Lead (DDSL): Danielle Dwyer, Jack Lenehan**

Please contact Active Sport Reception **0800 740 8855** to contact the DSL or DDSL

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### Section 1: Reporter Details

Field	Details
Name	
Role/Position	
Contact Phone / Email	
Date & Time of Report	
Preferred Method of Contact	

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### Section 2: Child Details

Field	Details
Full Name	
Date of Birth / Age	
Gender	
Address	
School / Club (if applicable)	
Parent / Guardian Name & Contact	

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### Section 3: Incident Details

Field	Details
Date of Incident	
Time of Incident	
Location	
Type of Concern (tick all that apply)	<input type="checkbox"/> Physical Abuse <input type="checkbox"/> Emotional Abuse <input type="checkbox"/> Sexual Abuse <input type="checkbox"/> Neglect <input type="checkbox"/> Bullying <input type="checkbox"/> Other (specify)
Detailed Description of Incident	(Provide factual information only. Avoid opinions or assumptions.) Please write on overleaf page 3 if needed)

Witnesses (names, roles, contacts)

Immediate Action Taken

## Section 4: Alleged Perpetrator Details (if known)

Field	Details
Name	
Role / Position	
Contact Information	
Relationship to Child	
Is the person still present?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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## Section 5: Reporting / Safeguarding Actions

Field	Details
Reported to DSL (Mark Whitwood)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date & Time Reported	
Referred to Local Authority / LADO / Police / NSPCC	<input type="checkbox"/> Yes <input type="checkbox"/> No
Agency Name & Contact	
Action / Advice Given	
Follow-up Planned	

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## Section 6: Additional Information

Field	Details
Other Relevant Details	
Attachments / Evidence (e.g., photos, messages, medical reports)	

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## Section 7: Declaration

I confirm that the information provided is accurate and true to the best of my knowledge.

**Name Signature Date**

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## Guidance Notes

1. **Confidentiality:** Share only with DSL or relevant safeguarding authorities.
2. **Immediate Action:** Ensure the child's safety before completing the form.
3. **Do Not Investigate:** Record only factual information.
4. **Record Keeping:** Maintain securely in line with GDPR and The Active Sport Safeguarding Policy
5. **Submission:** Completed forms must be submitted to **Mark Whitwood**, DSL.