

## Staffordshire Cricket Safeguarding - Incident Report Form

Please use the following to template to record and report an incident or disclosure. Please send it to County Welfare Officer – [welfare@staffordshirecricket.co.uk](mailto:welfare@staffordshirecricket.co.uk) once completed.

### Safeguarding Incident Recording Template

|  |  |
|--|--|
| <b>Your Details:</b>   |  |
| <ul style="list-style-type: none"> <li>• <b>Name:</b></li> </ul>   |  |
| <ul style="list-style-type: none"> <li>• <b>Job Role</b></li> </ul>  |  |
| <ul style="list-style-type: none"> <li>• <b>Date</b></li> </ul>  |  |
| <ul style="list-style-type: none"> <li>• <b>Contact Details</b><br/>(Phone and e-mail)</li> </ul>  |  |
| <b>Details of Incident / Disclosure/Concern</b>  | <p>Please highlight the most appropriate:</p> <p>Reporting an incident</p> <p>Reporting my own safeguarding concerns</p> <p>Reporting a concern raised by someone else</p> |
| <ul style="list-style-type: none"> <li>• <b>Date of initial raising of concern / incident</b></li> </ul>   |  |
| <ul style="list-style-type: none"> <li>• <b>Who raised the concern?</b> <ul style="list-style-type: none"> <li>○ <b>Name</b></li> <li>○ <b>Contact details</b></li> </ul> </li> </ul>  |  |
| <ul style="list-style-type: none"> <li>• <b>Who is the vulnerable person / child?</b> <ul style="list-style-type: none"> <li>○ <b>Name</b></li> <li>○ <b>Male/Female</b></li> <li>○ <b>Date of Birth (If known)</b></li> <li>○ <b>Age (if applicable in the case of Under 18)</b></li> <li>○ <b>Contact details</b></li> <li>○ <b>Parent/Guardian Name</b></li> <li>○ <b>Parent/Guardian contact number</b></li> </ul> </li> </ul> |  |

|  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Where did the incident/concern occur?</li> </ul>  |  |
| <ul style="list-style-type: none"> <li>• When did the incident/concern occur? <ul style="list-style-type: none"> <li>○ Date and time</li> </ul> </li> </ul>  |  |
| <ul style="list-style-type: none"> <li>• What happened?</li> </ul> <p>Please give full details here, with as much information as possible. Please stick to the facts.</p>  |  |
| <ul style="list-style-type: none"> <li>• Were there witnesses? <ul style="list-style-type: none"> <li>○ Name</li> <li>○ Age (if applicable in the case of Under 18s)</li> <li>○ Contact details</li> </ul> </li> </ul> |  |
| After the incident/ disclosure   |  |
| <ul style="list-style-type: none"> <li>• Were there any further witnesses <ul style="list-style-type: none"> <li>○ Name</li> <li>○ Contact details</li> </ul> </li> </ul>  |  |
| <ul style="list-style-type: none"> <li>• Who have you discussed this incident/concern with? <ul style="list-style-type: none"> <li>○ Name</li> <li>○ Contact details</li> </ul> </li> </ul>                            |  |
| <p>Please DO NOT approach the person who the safeguarding allegation/concern is about until this has been reported.</p>  |  |

### Guidance for handling a Disclosure or Concern

- Take all complaints, allegations or suspicions seriously;
- Ensure the immediate safety of the person affected;
- Stay calm, and offer support and reassurance to the person making the disclosure;
- Do not make any promises regarding confidentiality;
- Listen, keep questions to a minimum, make brief but careful notes and check the person affected agrees with them (where applicable);
- Explain what you will do.
- Stick to facts on this report and if hearsay is included, please detail this



