



Your name:

Name of organisation:

Your role:

Contact information (you) address:

Postcode:

Telephone numbers:

Email address:

Child's name:

Child's date of birth:

Child's ethnic origin:

Does child have a disability:

Child's gender: Male Female

Parent's / carer's name(s):

Contact information (parents/carers) address:

Postcode:

Telephone numbers:

Email address:

Have parent's / carer's been notify of this incident? Yes 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:

Responding to my own concerns

Responding to concerns raised by someone else 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)

Child's account of the incident:

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:

Telephone number:

Email address:

Please provide details of action taken to date:

Has the incident been reported to any external agencies? Yes No

If YES please provide further details:

Name of organisation / agency:

Contact person:

Telephone numbers:

Email address:

Agreed action or advice given:

Your Signature:

Print name:

Date:

Please forward this form to Welsh Rowing's Lead Safeguarding Officer, Helen Tan-
helen.tan@welshrowing.com or Welsh Rowing, Sport Wales National Centre, Sophia Close, Cardiff,
CF11 9SW.