

#### Safeguarding Incident Recording Form

If there is an urgent incident or concern where a child faces a significant risk of harm or requires protection, please call your local Police and/or Social Services.

After the matter has been referred, please complete this form and submit it to Independent Gymnastics (IGA)

Club officials are required to utilise this form for documenting any concerns that have been raised. A duplicate should be forwarded to the Safeguarding team at IGA (<u>safeguarding@igauk.com</u>). Utmost care must be taken to maintain the confidentiality of the information. It should only be shared with individuals who require access, solely in the best interest of the child or vulnerable adult. The form should be completed for all levels of concern, even if immediate action is not deemed necessary.

### Details of the reporting club

| Club Name:       |  |  |
|------------------|--|--|
| Affiliation No.: |  |  |

# Details of the club official completing this form

| Name:           |  |
|-----------------|--|
| IGA Mem. ID:    |  |
| Position:       |  |
| Email:          |  |
| Contact Number: |  |

# Details of the person who raised the concerns (If different from above):

| Name:           |  |
|-----------------|--|
| Email:          |  |
| Contact Number: |  |

# Details of the person who the concern is attributed to:

| Name:                           |  |
|---------------------------------|--|
| IGA Mem. ID:                    |  |
| Are they part of the club?:     |  |
| If yes, what is their Position_ |  |
| Relationship to the victim      |  |



Details of the alleged victim (*if there is more than one victim, complete a separate section for each person*)

| Name:   |                                     |
|---|-------------------------------------|
|   |                                     |
| Club Name:                                    | Discipline:                         |
| Date of Birth:                                | Age at the time of the incident(s): |
|   |                                     |
| Parent/Carer details (Inc. Address):          |                                     |
|   |                                     |
|   |                                     |
|   |                                     |
| Email   | Contact Number:                     |
|   |                                     |
| Any identified special needs or disabilities? |                                     |
|   |                                     |
|   |                                     |
| Ethnic background                             |                                     |
|   |                                     |



Details of the incident

Date(s) of the incident(s)

Please provide a comprehensive description of the incident(s) with as much detail as possible. If a child has communicated with you, document the exact details of the conversation, ensuring not to influence or prompt the child. Include any additional pertinent information such as the location, number of incidents, and any available witness details. If needed, please use extra copies of the next page to continue writing.





| Any actions taken?   |        |  |
|--|--------|--|
|  |        |  |
| Please specify whether you have been in contact with any other organizations or authorities regarding this incident.<br>Please provide the contact person's name, address, and telephone number: |        |  |
|  |        |  |
|  |        |  |
|  |        |  |
| Social Services  |        |  |
| Name of contact:   |        |  |
| Contact Number:  | Email: |  |
| Action they are taking/details of adv  | vice:  |  |
|  |        |  |
|  |        |  |
| Police   |        |  |
| Name of contact:   |        |  |
| Contact Number:  | Email  |  |
| Action they are taking/details of adv  | vice:  |  |
| , ,,   |        |  |
|  |        |  |