



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 (safeguarding@igauk.com). 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 _____

Any actions taken? _____

Please specify whether you have been in contact with any other organizations or authorities regarding this incident.
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 advice: _____

Police

Name of contact: _____

Contact Number: _____ Email _____

Action they are taking/details of advice: _____

