

Gerrards Cross Cricket Club

# Incident Reporting Form

Private and Confidential

Gerrards Cross Cricket  
Club  
Dukes Lane  
Gerrards Cross  
Bucks  
SL98JZ  
[www.gxcc.co.uk](http://www.gxcc.co.uk)

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## Section 1 – Details of the child and their parent / carer:

Name of Child:

Sex:      Female      Male                      Age:                      Date of Birth:

Parent's / Carer's Name(s):

Home Address (including Postcode):

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## Section 2 – Your details:

Your name:

Position at the club:

Date and time of incident:

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## Section 3 – Your report:

I am:

    Responding to my own concerns

    Responding to concerns raised by someone else

If responding to concerns raised by someone else, please provide their name and position within the club:

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Please provide details of the incident or concerns you have, including times, dates or other relevant information (such as a description of any injuries / whether you are recording fact, opinion or hearsay):

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The child's account, if it can be given, of what has happened and how:

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Please provide details of the person alleged to have caused the incident/injury including, where possible, their name, address and date of birth (or approximate age):

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Please provide details of any witnesses to the incident(s):

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Have you spoken to the parents?

Yes                      No

If yes, please provide details of what was said:

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Have you spoken to the child?

Yes                      No

If yes, please provide details of what was said:

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Have you spoken to the person the allegations are against?

Yes                      No

If no, please do not approach them

If yes please give details of what was said:

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Have you informed the statutory authorities?

Children's Social Care:	Police:	LADO:
Yes	Yes	Yes
No	No	No

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Please provide the name of the person and his / her contact number:

## Section 4 – Data Protection

Gerrards Cross Cricket Club will use the information in this form (together with other information they obtain as a result of any investigation) (together “Information”) to investigate the alleged incident, to follow the “Safe Hands – Cricket’s Policy for Safeguarding Children” and to take whatever action is deemed appropriate. This may involve disclosing certain information to individuals that are the subject of an investigation and /or governmental authorities such as the police, children’s social care, the Courts and / or probation officers and, potentially to legal and other advisers involved in an investigation.

As the person completing this form, you must notify each person whose information you include about what will happen to their information and how it may be disclosed except to the extent that doing so would prejudice either the prevention or detection of a crime or the apprehension or prosecution of an offender.

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Your Name:

Date:

Time:

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### What to do next

The contents of this report should be sent / passed to the Club Safeguarding Officer.

Please mark the envelope / Email  
Private and Confidential

Please retain the original copy of this form and any other original notes you have made, retaining these in a private and secure location.