

**INCIDENT REPORT FORM**

In the event of an incident, the following procedure should be followed (For incidents involving Children please use the Safeguarding Incident Report Form, SCF 04):

* Contact Emergency Services/Relevant Authorities if required;
* For all incidents, complete two copies of this form, keep one copy of the form in the incident book and forward one copy to organisation’s secretary;

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| **Organisation Information(Club/County/Region etc)** | | |
| Organisation Name: | | |
| Name of Official in attendance: | | Positon: |
| Address | | |
| Telephone Number: | Mobile: | |
| E-mail address: | | |

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| **Person(s) involved in incident or alleged to have caused the incident:** (use separate sheet if necessary) | | |
| Name: | Date of Birth | Male 🞏 Female 🞏 |
| Address: | | |
| Telephone Number: | Mobile: | |
| E-mail address: | Position in Club: | |

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| **Incident Information:** | | | |
| Are you reporting your own concerns or responding to concerns raised by someone else? | | | |
| My own concerns  Someone else’s concerns | 🞏  🞏 | Other persons details: | |
| What Happened? | | | |
| Where did it happen? (location and address) | | | |
| How did it Happen? | | | |
| When did it happen? (time and date) | | | |
| When was it reported? (time and date) | | | |
| Who was it reported to? | | | Tel/Mob No: |
| Who was it reported by? | | | Tel/Mob No: |

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| **Witness Details** | |
| Any witnesses?  Yes 🞏 No 🞏 | Witness name and contact details: |
| Witness 1 |
| Witness 2 |
| Witness 3 |

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| **Incident Notification** | |
| Has the incident been reported to any external agencies:  Yes 🞏 No 🞏 | Which Agency was it reported to? |
| When was it reported? Time & Date: |
| Who reported it? Name & Contact details: |
| Agreed Actions/Advice given: |

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| **Follow up actions** | |
| Recommended follow action: |  |
| Club/County/Region  Secretary informed?  Yes 🞏 No 🞏 | When? Time & Date: |
| By Whom? Name & Contact details: |
| Archery GB  Membership Services informed?  Yes 🞏 No 🞏 | When? Time & Date: |
| By Whom? Name & Contact details: |
| Have those involved returned to the sport  Yes 🞏 No 🞏 | If not, why not? |
| Is further action required to encourage them back into the sport? |

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| **Individual Completing the Form** | | | |
| Signature | Print Name | Position | Date |
| **Organisation Official (Committee Member)** | | | |
| Signature | Print Name | Position | Date |

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| Description: C:\Users\bobmcg (other work)\Desktop\M&D 11-12\Brand\Conversions\Policies\GNAS logo colour - use after 2011.jpg | Archery GB is the trading name of the Grand National Archery Society, a company limited by guarantee no. 1342150 Registered in England. |