

Irish Table Tennis Association Ltd

ULSTER BRANCH



Child Safeguarding Incident Reporting Form

Guidance

This incident reporting form is designed to provide a structure to information gathering and recording. It is important that the form is completed as soon as possible after a concern is raised, as memory of any incident will be more reliable. Once completed it should be forwarded to the National Children's Officer as soon as possible, email: safeguarding@tabletennisireland.ie. Remember it is not your job to investigate any reported incident, this is a matter for the relevant authorities.

If you think a child is in immediate danger phone the Garda or the Police as appropriate, and if a child is injured please contact the emergency services immediately.

Your name:	Name of organisation:
Your role:	Date:
Contact information (you):	
Address: Postcode:	
Telephone numbers: Email address:	
Child's name:	Child's date of birth:
Child's ethnic origin: <i>Please state</i>	Does child have a disability: <i>Please state</i>
Child's gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Parent's / carer's name(s):	
Contact information (parents/carers):	
Address: Postcode:	
Telephone numbers: Email address:	
Have parents / carers been notified of concerns? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If YES please provide details of what was said/action agreed:	
If NO please state why:	

<p>Are you reporting your own concerns or responding to concerns raised by someone else:</p> <p><input type="checkbox"/> Reporting my own concerns</p> <p><input type="checkbox"/> Responding to concerns raised by someone else</p>	
<p>If responding to concerns raised by someone else, please provide additional information below</p>	
<p><i>Name of person raising concerns:</i></p>	
<p><i>Position within the sport and/ or relationship to the child:</i></p>	
<p><i>Telephone numbers:</i></p>	<p><i>Email address:</i></p>
<p>Date and times of incident:</p>	
<p>Details of the incident or concerns:</p> <p><i>Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.</i></p> <p>What happened?</p>	
<p>Child's account of the incident:</p>	

<p>Please provide any witness accounts of the incident:</p>	
<p>Please provide details of any witnesses to the incident:</p> <p><i>Name:</i></p> <p><i>Position within the club and/or relationship to the child:</i></p> <p><i>Date of birth (if child):</i></p> <p><i>Address:</i></p> <p><i>Postcode:</i></p> <p><i>Telephone number:</i></p> <p><i>Email address:</i></p>	

Please provide details of any person involved in this incident or alleged to have caused the incident / injury: <i>Name:</i>	
<i>Position within the club or relationship to the child:</i>	
<i>Date of birth (if child):</i>	
<i>Address:</i>	<i>Postcode:</i>
<i>Telephone number:</i>	<i>Email address:</i>
Please provide details of action taken to date:	
Has the incident been reported to any external agencies? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If YES please provide further details:	
<i>Name of organisation / agency:</i> <i>Contact person:</i> <i>Telephone numbers:</i> <i>Email address:</i> <i>Agreed action or advice given:</i>	

Your Signature:		Print name:	
Date:			

Contact your National Children's Officer in line with Table Tennis Ireland reporting procedures.

There is little doubt that the experience of being involved in a safeguarding incident has the potential to be distressing, and it is important that workers have the opportunity to talk about their experience in a safe and supportive environment. Some sources of support include your own GP, your health board and the National Children's Officer.