

Incident Reporting Form

This form should be used when a child, young person or vulnerable adult discloses something to someone in the club that they or another young person is suffering or is at risk of abuse. Once this form is completed it should be marked Strictly Confidential and forwarded to: Equality and Safeguarding Officer, British Fencing, 1 Baron’s Court, 33 Rothschild Road, London W4 5HT)

Do’s and Don’ts

Do

- Allow the pace of the conversation to be dictated by them
- If you have to ask questions then limit them to “neutral” questions such as “can you tell me what happened?”
- Accept what they have told you and do not ask for further detail
- Acknowledge how hard it was for them to tell you
- Reassure them that they have done the right thing
- Explain that you will have to tell the CWO and why

Don’t:

- Burden them with guilt by asking questions such as “why didn’t you tell me before?”
- Interrogate or pressure them to provide information
- Ask any questions that start with the words how, what, when, where and why
- Undress them to examine clothed parts of their body
- Criticise the perpetrator
- Promise confidentiality or make promises that you can’t keep such as it will be alright now”

1. You

Your name..... Position in club.....

2. The Child, Young Person or Vulnerable Adult

Name..... Date of Birth.....

Name of Parent/Carer.....

3. The Alleged Perpetrator

If they have named or described the alleged perpetrator, note the details here:

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4. The Disclosure

Record of conversation (use continuation sheet if necessary):

- Record what was said by them and by you
- Use exact words and phrases that they used
- Clearly distinguish between fact, observation, allegation and opinion
- Note the non-verbal behaviour and key words in the language that they used
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Did they name any witnesses? If so, note them here

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Was anyone else present during the disclosure? If so, note them here

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5. Consent to share

Were they able to provide informed consent Yes No

If so how did you seek consent?

- Specifically, what did you explain, what questions did you ask and what were the responses?

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Did they provide consent to share? Yes No

If yes, what did they say?

- Note their exact words

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If no, did you explain that you would have to share this information with the CWO and who else might receive this information and why Yes No
If yes, what did they say?

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6. Additional Information
Any other comments

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SignedTime & date.....