Incident reporting form

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| **Your information** |
| Name |  |
| Address |  |
| Contact number(s) |  |
| Email |  |
| Name of organisation |  | Your role |  |

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| **Personal information**  |
| Name |  | Date of birth |  |
| Genderi | Male | Female | Non-binary | Another description (please state) |
| Is there any information about the child that would be useful to consider? |

Note: The gender field is optional. If you encounter any software limitations that prevent this field from being optional,

please inform the WSRA by emailing safeguarding@rifle.wales. This will help us identify and resolve any system restrictions.

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| **Contact information**  |
| Name(s) |  |
| Address |  |
| Contact number(s) |  |
| Email |  |
| Have they been notified of this incident? | No | Please explain why this decision has been taken |
| Yes | Please give details of what was said / actions agreed |

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| **Incident details\*** |
| Date and time of incident |  |
| Please tick one: | * I am reporting my own concerns.
 | * I am responding to concerns raised by someone else – please fill in their details:
 |
| Name of person raising concern |  | Role within the sport or relationship to the child |  |
| Contact number(s) |  |
| Email |  |
| Location of concern |  |

Details of the incident or concerns (include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay)

\* Attach a separate sheet if more space is required (e.g. multiple witnesses)

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| **Incident details (continued)** |
| Account of the incident |
| Please provide any witness accounts of the incident |
| Name of witness (and date of birth, if a child) |  | Role within the sport or relationship to the child |  |
| Address |  |
| Contact number(s) |  |
| Email |  |
| Details of any person involved in this incident or alleged to have caused the incident / injury |
| Name (and date of birth, if a child) |  | Role within the sport or relationship to the child |  |
| Address |  |
| Contact number(s) |  |
| Email |  |
| Please provide details of action taken to date |
| Has the incident been reported to any external agencies? | * No
 | * Yes – please provide further details:
 |
| Name of organisation / agency |  |
| Contact person |  |
| Contact number(s) |  |
| Email |  |
| Agreed action or advice given |

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| **Declaration** |
| Your signature |  |
| Print name |  |
| Today’s date |  |

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| Contact your organisation Designated Safeguarding Officer in line with**Welsh Smallbore Rifle Association** reporting procedures |
| Safeguarding Officer’s name |  |
| Date reported |  |

# Please email your completed form to:  safeguarding@rifle.wales

# If you need immediate support contact:

**NSPCC Helpline:** If you're worried about a child, even if you're unsure, contact the NSPCC professional counsellors for help, advice and support.

# The helpline is open every day. Call **0808 800 5000** or email help@nspcc.org.uk

**If you think a child is in immediate danger, call the police.**