



Incident reporting form

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

Personal information					
Name				Date of birth	
Gender ⁱ	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Non-binary <input type="checkbox"/>	Another description (please state) <input type="checkbox"/>	
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.

Contact information		
Name(s)		
Address		
Contact number(s)		
Email		
Have they been notified of this incident?	No <input type="checkbox"/>	Please explain why this decision has been taken
	Yes <input type="checkbox"/>	Please give details of what was said / actions agreed

Incident details*			
Date and time of incident			
Please tick one:	<input type="checkbox"/> I am reporting my own concerns.	<input type="checkbox"/> 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)

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



Declaration	
Your signature	✕
Print name	
Today's date	

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.