



## WBC Safeguarding/Welfare Incident Report Form

**WBC Use Only** - Incident Ref no

On the occasion where you observe, or are involved in an incident, we will investigate and respond appropriately. This form is to be used by club officials, spectators and participants, for reportable incidents. Please try and complete and return this form within three working days of the incident. This form should not be circulated to leagues, clubs or individuals.

Please return the completed form to our Club Welfare Officer and General Manager:  
[welfare@westbridgfordcolts.com](mailto:welfare@westbridgfordcolts.com)  
[general.manager@westbridgfordcolts.com](mailto:general.manager@westbridgfordcolts.com)

### Basic Details

|                                        |        |
|----------------------------------------|--------|
| Report Date:                           |        |
| Date/Time of Incident:                 |        |
| Location of Incident:                  |        |
| Name of Reporter:                      |        |
| Role (e.g., Coach, Parent, Volunteer): |        |
| Contact Details:                       |        |
| Did you witness the incident?          | Yes/No |

### Person(s) Involved

|                                                                |  |
|----------------------------------------------------------------|--|
| Name(s):                                                       |  |
| Age(s) & DOB(s)                                                |  |
| Relationship to Club (e.g., Player, Parent, Coach, Spectator): |  |

### Incident Details

|                                                                                                    |  |
|----------------------------------------------------------------------------------------------------|--|
| Type of Incident:<br>(e.g. physical harm, emotional harm, neglect, bullying, poor practice, other) |  |
| Description of Incident (Include as much detail as possible – what happened, where, when, and      |  |

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Safeguarding is **everyone's** responsibility. **No action is not an option.** If you have a concern in relation to any child or adult's welfare please contact without delay: [welfare@westbridgfordcolts.com](mailto:welfare@westbridgfordcolts.com) For urgent safety issues, contact MASH at 0300 500 80 80 (Mon-Fri) or the Emergency Duty Team (EDT) at 0300 456 4546 outside these hours. Call 999 if any child or adult is in immediate danger.



|                                                         |  |
|---------------------------------------------------------|--|
| who was involved. Use exact words spoken if possible.): |  |
|---------------------------------------------------------|--|

#### Action Taken

|                                                                                                                                              |  |
|----------------------------------------------------------------------------------------------------------------------------------------------|--|
| Immediate Actions Taken:                                                                                                                     |  |
| Actions Required:                                                                                                                            |  |
| Was anyone else informed?<br>If yes, please provide details.                                                                                 |  |
| Has the incident been referred to external authorities (e.g., Police, LADO, NSPCC)?<br>If yes, please provide details and reference numbers. |  |

Please note: To take action on a reported incident - for example through raising a formal misconduct charge against an individual or mandating education activities - we are required to provide the individual or club with all evidence relating to the charge. All contact details will be redacted, however your name and statement will be shared.

Please confirm you are happy for this Incident Report Form to be shared if required: Yes/No

Signed:

Date:

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