



STA Safeguarding Incident Report Form

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| Your Name: | |
| Name of Organisation: | |
| Your Role: | |
| Address: | |
| Postcode: | |
| Telephone Number: | |
| Email: | |

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| Child's Name: | |
| Childs Date of Birth: | |
| Child's Ethnic Origin: | |
| Does child have a disability? | |
| Child's Gender: | |

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| Parent's / Carer's Name(s): | |
| Address: | |
| Postcode: | |
| Telephone Number: | |
| Email: | |

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|---|------------|--|-----------|--|
| Have Parent's / Carer's been notified of this incident? | Yes | | No | |
| <i>If Yes, please provide details of what was said / action agreed:</i> | | | | |

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| Are you reporting your own concerns or responding to concerns raised by someone else? | |
| Responding to my own concerns | |
| Responding to concerns raised by someone else | |
| <i>If responding to concerns raised by someone else, please provide further information below:</i> | |

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| Date and times of incident: | |
| Details of the incident or concerns: <i>Include other relevant information such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay:</i> | |
| Child's account of the incident: | |

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|---|------------|--|-----------|
| Please provide any witness accounts of the incident: | | | |
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| Witness Name: | | | |
| Position within the club or relationship to the child: | | | |
| Date of Birth (if child): | | | |
| Address: | | | |
| Postcode: | | | |
| Telephone Number: | | | |
| Email: | | | |
| Please provide details of action take to date: | | | |
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| Has the incident been reported to any external agencies? | Yes | | No |
| <i>If YES, please provide further details:</i> | | | |
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| Name of Organisation / Agency: | |
| Contact Person: | |
| Telephone Number: | |
| Email: | |
| Agreed actions or advice given: | |

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|------------------------|--|--------------------|--|
| Your Signature: | | Print Name: | |
| Date: | | | |

Contact your organisation's Designated Safeguarding Officer in line with Swimming Teachers Association reporting procedures.

Rebecca Ayton

Lead Child Protection Officer

Rebecca.ayton@sta.co.uk