



## Blackheath & Bromley Harriers AC

### Incident Report Form

[Note: all details are confidential and should only be passed to the club's Welfare Officer, or club's Health & Safety officer, in the first instance. They will then only share the form with those club officers who need to be informed. In cases involving (suspected) child welfare issues this will also be shared with professional external services, i.e. Police Service or UKA Safeguarding Team].

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| <b>ATHLETE'S FULL NAME:</b>   |  |
| <b>ATHLETE'S DATE of BIRTH:</b>   |  |
| <b>ATHLETE'S ADDRESS:</b>   |  |
| <b>Contact details of emergency contact/responsible adult</b><br>(name/address/mobile/phone number) |  |
| <b>DATE of INCIDENT:</b>  |  |
| <b>TIME of INCIDENT:</b>  |  |
| <b>LOCATION of INCIDENT:</b>  |  |

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| <p><b>NATURE of INCIDENT:</b> (examples below - please delete bullet points and complete)</p> <ul style="list-style-type: none"><li>• is it a first-hand account of the incident (YES/NO)</li><li>• provide details of any other athletes or persons involved</li><li>• state what action has been taken (including other reports submitted and to who)</li><li>• record all authorities who have been involved (e.g., emergency services, other medical assistance providers, League/NGB officials)</li><li>• where relevant, attach any relevant photographic evidence (NOT TO BE USED IN ANY EXPECTED CHILD WELFARE CASES)</li></ul> |
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| <p><b>NATURE of INCIDENT:</b> continued</p>             |
| <p><b>SUBMITTED BY:</b></p><br><p><b>SIGNATURE:</b></p> |
| <p><b>Position in Club:</b></p> <p><b>Date:</b></p>     |

Please email this form to – [bbharrriersac.safeguarding@gmail.com](mailto:bbharrriersac.safeguarding@gmail.com)