

Cymdeithas Achub Bywyd o'r Môr Cymru

Surf Life Saving Association of Wales

Surf Life Saving Association of Wales - Appendix 8 Incident Report Form

Not all boxes are applicable; they are there to cover a range of scenarios when gathering information.

Your name and contact information:	Name of organisation:
Your role:	Date of Completion
<i>Section A</i>	
<i>Details of incident: please include date, time and where incident took place e.g. beach, camp, club training etc. Also names of those involved in the incident if known.</i>	
Have parents / carers been notified of this incident? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If YES please provide details of what was said/action agreed:	
If NO please detail reasons why not:	



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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 Youth / someone else

Please provide young person's account of incidents – listen and do not speak for the young person. This is their account

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Please provide details of any witnesses to the incident if applicable:

Name:	Position within the club or relationship to the child:
Address: Postcode:	Telephone number: Email address:

Witness accounts of the incident

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Please provide details of action taken to date: e.g. info passed to LSO
LSO to complete. Has the incident been reported to any external agencies? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES please provide further details: <i>Police, Welsh Children's Board etc.</i> List all applicable
<i>Name of organisation / agency:</i> <i>Agreed action or advice given:</i>

Your Signature:		Date:	
Print Name			

Contact your organisations Lead Safeguarding Officer in line with SLSA Wales reporting procedures and forward any information within 24 hours of completing this form.

Lead safeguarding Officer

Julie Wisden
39 Bryn Henfaes
Broadlands
Bridgend
CF31 5EW
07853 000457 / 01656 645291



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safeguarding@slsaw.org.uk

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. All safeguarding documents should be stored in a secure place with limited access to designated persons only, in line with GDPR

SLSA Wales Child Protection Policy 2019 - Version controlled V4 23/4/19 J Wisden

