BRITISH GYMNASTICS CHILD PROTECTION INCIDENT FORM

This form should be used by Club Welfare Officers to record the details of any concerns raised. A copy should be sent to the Ethics and Welfare Manager at British Gymnastics. If there is more than one alleged victim a separate form should be completed. All efforts must be made to keep the information confidential. The information should only be shared with those that need to know if it is in the best interest of the child or vulnerable adult. Please note that where a concern is immediate please make initial contact by telephone and return the completed form as soon as possible. The form should be completed for all levels of concern, even where no immediate action may be necessary.

DETAILS OF PERSON COMPLETING THE FORM	
Name:	
Club Name	
Position: (Welfare officer, Coach, club official, volunteer, parent	t, gymnast etc)
Address	
Postcode	Contact number
Name / details of person who raised concern (if different from above)	
DETAILS OF PERSON CONCERN IS ATTR	RIBUTED TO
Name	
Position	
Club Name	
Relationship to alleged victim	
Troiding to dileged violant	
DETAILS OF ALLEGED VICTIM	
Name	
Club	Discipline
Date of BirthAddress of parent /	Age at time of incident(s)
carer	
	· ·
Postcode	Contact number
Any identified special needs or disability	

BRITISH GYMNASTICS CHILD PROTECTION INCIDENT FORM (continued)

DETAILS OF INCIDENT
Date(s) or period (if over a drawn out period) of incident
Description of the incident/s (please include as much detail as possible. If a child talked to you, write down the exact details of the conversation – remember not to lead the child. Please include any other information including location, number of incidences, any witness details etc – please continue on a separate sheet of paper if necessary)
Any actions taken?
Please indicate if you are in contact with any other bodies concerning this incident and include a contact name, address and telephone number Social Services
Police
Other
Any additional information
Signed Date