

SAFEGUARDING INCIDENT REPORT FORM (SIRF) *page 1*

Club/Organisation's Name:

Your Details

Position/Role:

First Name:

Surname:

Address:

Postcode:

Email Address:

Daytime phone number:

Evening phone number:

Young Person's Details

First Name:

Surname:

Date of Birth:

Gender:

Parent/Carer's Name:

Parent/Carer's Contact Tel:

Address:

Postcode:

Disability (if any):

Ethnic Origin (please circle):	White British	White Irish	White Other	Mixed – White & Black Caribbean	Mixed – White & Black African
Mixed – White & Asian	Asian/Asian British Indian	Asian/Asian British Pakistani	Asian/Asian British Bangladeshi	Asian/Asian British Other	Black/Black British Caribbean
Black/Black British African	Black/Black British Other	Chinese	Other Ethnic Group (please state):		

Details of the individual whose behaviour you have concerns about

Position/Role:

First Name:

Surname:

Address:

Postcode:

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Phone number:		Age Band (please circle):	Under 18	18-25 yrs	25-50 yrs	50 yrs+
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Relationship to the young person for whom there is concern:

**Are you reporting your concerns or passing on those of somebody else?
if the latter, please provide their name and if possible contact details***

**Please describe the concerns/observations.
Include dates, times, venues, etc of any specific incidents.***

**Have you spoken to the young person(s)?
if so, please give details of what was said and when***

**Have you spoken to the parent/carer of the young person(s) involved?
if so, please give details of what was said and when***

Action taken so far:*

External agencies contacted to date

Organisation	Yes/No	Name & Position	Contact Details	Advice received
Volleyball England				
Police				
Children's Social Care				
Other (e.g. NSPCC)				

Signed: **Date:**

Print Name:

*Please continue on a separate sheet where necessary
Remember to maintain confidentiality. Do not discuss this incident with anyone other than those who need to know.
This form should be returned to either the Club or Regional Safeguarding Officer in your locality or Volleyball England's Lead Safeguarding Officer at Volleyball England, marked 'PRIVATE & CONFIDENTIAL'.