



Accidents & Incidents Reporting Form

Name:

Name of Organisation / Club:

Role: Contact Information (name):

Address:

Eircode:

Telephone numbers:

Email address:

Child's Name:

Child's DOB:

Is there any additional, relevant information to add? If yes please state

Child's Gender:

Parent's / carer's name(s):

Contact Information (parents/carers):

Address:

Eircode:

Telephone numbers:

Email address:

Child's Name:

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

If responding to concerns raised by someone else: Please provide further information below

Name:

Position within the sport/relationship to the child:

Telephone numbers:

Email address:

Date and times of accident / incident:

Details of the accident / incident or concerns:

Include other relevant information, such as description of any injuries and whether you are recording this accident/incident as fact, opinion or hearsay.

Child's account of the accident / incident:

Have parents / carers been notified of this accident / incident?

Yes No

If YES please provide details of what was said/action

Please provide any witness accounts of the accident/incident:

Please provide details of any witnesses to the accident/incident:

Name:

Position within the club or relationship to the child:

Date of birth (if child):

Address:

Eircode:

Telephone number:

Email address:

Please provide details of any person involved in this accident/incident or alleged to have caused the accident/ incident / injury:

Name:

Position within the club or relationship to the child:

Date of birth (if child):

Address:

Eircode:

Telephone number:

Email address:

Please provide details of action taken to date:

Has the incident been reported to any external agencies? Yes No

If YES please provide further details:

Name of organisation / agency:

Contact person:

Telephone numbers:

Email address:

Agreed action or advice given

Your Signature:

Date:

Print name:

Contact your organisation's Designated Safeguarding Officer in line with (insert your organisation / club name) reporting procedures.