

**COLEBRIDGE TABLE TENNIS CLUB****SAFEGUARDING INCIDENT FORM**

<b>Your name:</b>	<b>Your position:</b>
<b>Child's name:</b>	<b>Child's date of birth:</b>
<b>Parent / carers names and addresses:</b>	
<b>Date and time of any incident:</b>	
<b>Your observations:</b>	
<b>Exactly what the child said and what you said: (remember not to lead the child – record actual details, continue on a separate sheet if necessary)</b>	
<b>Action take so far:</b>	

**External Agencies contacted (date and time):**

<b>Police:</b> Yes / No	<b>If yes – which:</b> <b>Name and contact number:</b>  <b>Details of advice received:</b>
<b>Children’s Services:</b> Yes / No	<b>If yes – which:</b> <b>Name and contact number:</b>  <b>Details of advice received:</b>
<b>Table Tennis England:</b> Yes / No	<b>Name and contact number:</b>  <b>Details of advice received:</b>
<b>Local Authority:</b> Yes / No	<b>If yes – which:</b> <b>Name and contact number:</b>  <b>Details of advice received:</b>
<b>Other:</b> Yes / No  (Eg: NSPCC)	<b>If yes – which:</b> <b>Name and contact number:</b>  <b>Details of advice received:</b>

**Signature:**

**Print Name:**