



# EVENT SAFEGUARDING INCIDENT REPORT FORM

## Safeguarding Resource Document

Event Details:					
Event Name:					
Venue & Location:					
Sport:	Swimming/ Masters	Open Water	Diving	Artistic Swimming	Water Polo
Date of Incident:			Time of Incident:		
Name: (person completing this form)			Position/Role:		
Contact Email address:			Contact Number:		

Member (Victim) Details:			
Name:			
Address:			
Date of Birth:		Membership No:	
Club:		Role at the Event:	
Parent/Carer Name: (if Member is under 18)			
Member or Parent Contact number:		Member or Parent Contact email:	
Any special requirements:			

Member (person at fault/under investigation) Details:			
Name:			
Address:			
Date of Birth:		Membership No:	
Club:		Role at the Event:	
Parent/Carer Name: (if Member is under 18)			
Member or Parent Contact number:		Member or Parent Contact email:	
Any special requirements:			



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<b>Your observations:</b>	
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<b>Describe below exactly what has occurred:</b>	
What happened?	Exactly what the child or young person said (write in their words) and what you said: (Remember, do not lead the child or young person – record actual details. Continue on separate sheet if necessary)
What action was taken?	
What action needs to be taken?	
Incident Timeline:	



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<b>Are the Facility Staff Aware and involved?</b>	Yes	No
If yes, what is the contact name and role:	Name:	Role:
<b>Emergency Services Involved?</b>	Yes: Please detail:	No
<b>Do you need witness statements?</b>	Yes	No
If yes, please list the names of those submitting statements		

External agencies	Yes/No	If yes - Details of:
Police Scotland	Yes	Name and contact number: Case Incident Number:
	No	Details of advice received:
Social Services	Yes	Name and contact number: Details of advice received:
	No	
Scottish Swimming	Yes	Name and contact number: Details of advice received:
	No	
Local Authority	Yes	Name and contact number: Details of advice received:
	No	
Children 1st	Yes	Name and contact number: Details of advice received:
	No	

<b>Signed:</b>	
<b>Date:</b>	

Where the Police are involved, Sean Dawson, Safeguarding Manager should be informed as soon as possible ([s.dawson@scottishswimming.com](mailto:s.dawson@scottishswimming.com), 07801 578967).

A copy of this form should also be sent to Scottish Swimming within 48 hours of incident to [wellbeingprotection@scottishswimming.com](mailto:wellbeingprotection@scottishswimming.com)

Remember to maintain confidentiality on a *need to know* basis – do not discuss this incident with anyone other than those who need to know.