

**INCIDENT RECORD FORM: CHILD PROTECTION**

***AVOCA HOCKEY CLUB***

**Record completed by:**

**Position:**

**Date:**

**Child's Name:**

**Child's Address:**

**Child's Date of Birth:**

**Parents/Carer's Names and Address:**

**Date and time of any incident:**

Date:

Time:

**Your Observations:**

**Detail exactly what the child said and what you said :**

(Remember do not lead the child  
- record actual details. Continue  
on a separate sheet if necessary)

Action taken so far:	
Designated Liaison Person informed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
External Agencies contacted	
<p><b>Police</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>Branch contacted:</b></p> <hr/> <p><b>Name:</b></p> <hr/> <p><b>Contact no:</b></p>	<p><b>Details of advice received:</b></p>
<p><b>Social Services</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>Branch contacted:</b></p> <hr/> <p><b>Name:</b></p> <hr/> <p><b>Contact number:</b></p>	<p><b>Details of advice received:</b></p>
<p><b>Irish Hockey Association</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <hr/> <p><b>Name:</b></p> <hr/> <p><b>Contact number:</b></p>	<p><b>Details of advice received:</b></p>
<p><b>Local Council or Education Department (if appropriate)</b>  <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>Org name:</b></p> <hr/> <p><b>Name:</b></p> <hr/> <p><b>Contact number:</b></p>	<p><b>Details of advice received:</b></p>



<b>Other (e.g. NSPCC)</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Details of advice received:</b>
<b>Name:</b>	
<b>Contact number:</b>	

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Remember to maintain confidentiality on a need to know basis – only if it will protect the child. Do not discuss this incident with anyone other than those who need to know.**

**N.B. If a concern is reported, a copy of this form should be sent to social services after the telephone report and to the IHA's Designated Liaison Person for monitoring purposes. If a concern is being reported in the Republic of Ireland, the HSE Standard Report Form should be used which can be found on <http://www.avocahockeyclub.com/policies.1277.html>**