



JUNOMICHI SCHOOL SCOTLAND

Incident reporting form

Your information	
Name	
Address	
Contact number(s)	
Email	
Name of organisation	Your role

Personal information – child / young person				
Name		Date of birth		
Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Non-binary <input type="checkbox"/>	Another description (please state) <input type="checkbox"/>
Is there any information about the child that would be useful to consider?				

Contact information – parent / carer		
Name(s)		
Address		
Contact number(s)		
Email		
Have they been notified of this incident?	No <input type="checkbox"/>	Please explain why this decision has been taken
	Yes <input type="checkbox"/>	Please give details of what was said / actions agreed

Incident details*		
Date and time of incident		
Please tick one: <input type="checkbox"/>	I am reporting my own concerns. <input type="checkbox"/>	I am responding to concerns raised by someone else – please fill in their details:
Name of person raising concern	Role within the sport or relationship to the	



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child
Contact number(s)
Email
Details of the incident or concerns (include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay)

* Attach a separate sheet if more space is required (e.g. multiple witnesses)

Incident details (continued)	
Child's account of the incident	
Please provide any witness accounts of the incident	
Name of witness (and date of birth, if a child)	Role within the sport or relationship to the child
Address	
Contact number(s)	
Email	
Details of any person involved in this incident or alleged to have caused the incident / injury	
Name (and date of birth, if a child)	Role within the sport or relationship to the child
Address	
Contact number(s)	
Email	
Please provide details of action taken to date	
Has the incident been reported to any external agencies?	<input type="checkbox"/> No <input type="checkbox"/> Yes – please provide further details:



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Name of organisation / agency
Contact person
Contact number(s)
Email
Agreed action or advice given

Declaration
Your signature ✕
Print name
Today's date

Contact your organisation's Designated Safeguarding Officer in line with [insert name of your organisation] 's reporting procedures
Safeguarding Officer's name
Date reported

How to report a concern

If you think a child is in immediate danger, contact the police on **999**. If you're worried about a child but they are not in immediate danger, you should share your concerns.

- **Follow your organisational child protection procedures.** Organisations that work with children and families must have [safeguarding policies and procedures](#) in place.
- **Contact the NSPCC Helpline** on [0808 800 5000](tel:0808 800 5000) or by emailing help@nspcc.org.uk. Our trained professionals will talk through your concerns with you and give you expert advice.
- **Contact your local children's social work team.** Their contact details can be found on the website for the local authority the child lives in.
- **Contact the local Children's Reporter.** Local, independent officials can decide if any legal interventions need to be made to protect a child. Children's Reporters offices can be found on the [Scottish Children's Reporter Administration website](#).
- **Contact Police Scotland** if you are concerned that a child is in immediate danger.