

Incident Report



This form is to be used to report any incidents or events that give you concern as to a person's wellbeing, could cause the charity reputational or operational harm and/or place any of its people at risk.

Please note that any disclosures/incidents reported are **deemed private and confidential at all times.**

Please complete this form in as much detail as possible, taking care to highlight only facts, rather than opinion.

We encourage people to review our [Safeguarding Policy](#) and [Whistleblowing Policy](#) to ensure roles, responsibilities and processes are clear for all parties, at all times.

You are:

CCF STAFF A VOLUNTEER AN APPRENTICE AN EMPLOYER A SUPPORTER
A MEMBER OF THE PUBLIC/NOT CONNECTED

Date of report:	
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CONTACT DETAILS – please fill in below or tick here if you wish to remain anonymous

Your name	
Your email	
Your contact number	

INCIDENT INFORMATION

If this is something that has occurred more than once, please detail this in the **DATE/TIME** section below. Similarly, if you are voicing a **concern** instead of a specific incident, please just detail when this concern arised.
For the **LOCATION**, please capture any buildings, roads, surroundings, etc and then detail the **CITY/TOWN** in the next line.
If the incident took place online/in writing, please state the exact nature of what platform/where in the **LOCATION** section.

INCIDENT or CONCERN DATE/TIME:	
LOCATION:	
CITY/TOWN:	
Did you see the incident yourself?	YES <input type="checkbox"/> NO <input type="checkbox"/> If no, who did?

INCIDENT or CONCERN DESCRIPTION – please provide as much information as you can so we can respond accordingly including clear descriptions **of people, places, actions, timings, and how you/others reacted at the time/after the incident.**

Did you contact emergency services and/or specialist services linked to this situation? YES [] NO []

If yes, please inform us of which services (name/position/contact details of the individual as well if possible) and on what date:

Name, organisation, contact details of the people involved with this incident/concern.

If you are unsure, please help us by describing the identity of those involved (if you have not documented this in previous sections already).

1. _____
2. _____
3. _____

Other witnesses and/or individuals who can corroborate your report (please provide contact details if possible)

1. _____
2. _____
3. _____

Is there any other information or feedback you feel we should be aware of?

What to do next:

If you have any additional evidence you would like to be considered, please submit with this form (or via an online transfer link).

Please then submit your concerns to one of the following:

- info@coachcore.org.uk to make a general disclosure. This email address is available to all Coach Core Foundation staff and monitored frequently. This email will be passed immediately to the Designated Safeguarding Leads (DSL's) and will be reviewed within 72 hours.
- For internal matters, relating to CCF staff, trustees, volunteers, contractors; please send to your DSL.
- If you wish to make a serious disclosure with high confidentiality, about CCF or any of its associated individuals, please contact our Chief Executive Officer. Currently this is Gary Laybourne: gary.laybourne@coachcore.org.uk
- If you would rather your disclosure is handled by an independent trustee than a member of the team, please contact our Chairman and designated safeguarding trustee. Currently this is [Edward Wray](#) and [Victoria Wickenden](#) respectively.
- For any serious and immediate incidents, please contact the police immediately and then submit this form accordingly.

Thank you for reporting this. We treat any incident or concern reported as a priority action for the charity. If you have provided us with contact information, we will respond to you as soon as we can. Any disclosures will be treated as private and confidential. Section 6 of our [Safeguarding Policy](#) outlines how disclosures are managed.

INTERNAL USE			
Report received by		Date received	
Action taken			