**INCIDENT REFERRAL FORM**

**Details of reporter of incident:**

|  |  |
| --- | --- |
| Name: |  |
| Club and position: |  |
| Contact telephone number(s) |  |

**Details of child:**

|  |  |
| --- | --- |
| Name: |  |
| Basketball Club: |  |
| Address: |  |
| Parents address (if different) |  |
| Date of birth: |  |
| Ethnicity and Disability (if known): |  |

|  |  |
| --- | --- |
| Date and time of any incident: |  |
| Your observations: |  |
| Exactly what the child said: |  |
| Action taken so far: |  |
| Name & contact details of any witness(es) |  |

Have you?

* Reassured the young person
* Been honest and not made promises you can not keep
* Explained why you may have to tell other people in order to stop what’s happening
* Avoided closed questions and asked as few a questions as possible
* Encouraged the child to use their own words