

Appendix 1

**Incident Record Form**

**Adult’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Adult’s Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Nature and details of allegation (including times and dates):**

**Description of any visible injuries:**

**Witness statement:**

**Action taken:**

**Remember:**

* Keep questions to a minimum, obtain enough information to ensure you understand what is being said or communicated – you are reporting a concern, not investigating it.
* A clear distinction must be made between fact, opinion and conjecture and this must be clearly stated in the report.
* State the nature of the possible abuse – physical, sexual, emotional or neglect or any combination of these.
* Include a description of any physical marks (including the site) or of any visible bruising or injuries.
* Include the adult’s account of what has happened and how any bruising or injuries occurred. Let the child or young person tell you in his or her own way.
* Make sure relevant times and dates are included.
* Make a note of any organisation, social services personnel, police personnel or parents or relatives you spoke to; include their telephone numbers.
* Continue on separate sheet if necessary.
* This information is confidential.

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Disability Sport NI or Live Active NI Staff Member/Coach/Volunteer)**