



Safeguarding / Welfare Incident Report Form

General Information

Team Name:

Age Group: (*Under 8's etc*)

Date of Incident:

Time of Incident:

Location of Incident:

Your Details

Person Reporting the Incident

Name:

Role/Position:

Contact Number:

Email Address:

Details of Individual/Club Causing Concern (*if known*)

Name:

Club/Team:

Position: (*if known*)

League:

Contact Number:

Email Address:

Incident Details

Type of Incident

☐

Bullying

☐

Harassment

☐

Discrimination

☐

Abuse (Physical, Emotional, Sexual, Neglect)

☐

Misconduct by Staff / Volunteer

☐

Other:

Description of Incident:

Provide a detailed description of the incident (what happened, how it happened, etc):



Royton Town / Royton Town Tigers Incident Report Form

Individuals Involved

Name	Role	Contact Tel No	Email Address

Are there any attachments included with this referral?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
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Below is for Royton Town Welfare Officer use Only

Date Received:	
Welfare Officer Signature:	
Case ID:	
Referral to FA Date:	
Action Taken:	