



INCIDENT CONCERN FORM

Name of person reporting concern.....

Position [eg. parent, coach, swimmer].....

Name of person to whom concern was raised.....

Position.....

Date reported..... Time of report.....

Location when reported.....

Nature of concern [include dates/time location].....

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Advice given at the time of reporting.....

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Any other comments.....

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Any further action to be taken.....

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Signed..... Date.....

This form must be completed and then submitted to the Club Welfare officer within 7 days of the concern being raised.