



SIGNIFICANT INCIDENT FORM

This form must be completed as soon as possible after receiving information that causes concern about the welfare or protection of a child. The form must be passed to Snowsport Scotland Safeguarding Officer as soon as possible after completion; do not delay by attempting to obtain information to complete all sections.

Complete Part A of this form if the concerns relate to the general welfare of a child.
Complete Parts A and B if the concerns relate to possible child abuse.

Part A: Where there are concerns about general welfare of a child

1. Child's Details

Name:	Date of Birth:
Address:	Tel No:
Postcode:	
Preferred Language:	Is an interpreter required? YES / NO
Any Additional Needs?	

2. Details of Person Recording Concerns

Name:	Position/Role:
Address:	Tel No:
Postcode:	

3. Details of Incident giving rise to concerns (including date, time, location, nature of concern, who, what, where, when, why)

4. Details of any witnesses (including names, addresses and telephone contacts)



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5. Details of injuries (including all injuries sustained, location of injury and action taken)

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Part B: Where there are concerns about possible child abuse

6. Details of person about whom there is a concern

Name:	Relationship to Child:
Address:	Tel No:
Postcode:	

7. Details of concerns (including date, time, location, nature of concern, who, what, where, when, why – continue on a separate sheet if necessary)

8. Details of any action taken

9. Details of agencies contacted
(including date, time, name of person contacted and advice received)

10. Have the child's parents/carers been informed? YES/NO (delete as appropriate)
If yes, record details / If no please state why not:



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11. Child's views on situation (if expressed). Where possible, please use the child's own words.

Signed: _____

Date: _____

Adopted: May 2014
Reviewed: November 2016
Date for next review: November 2017