

HARROGATE TOWN FOOTBALL CLUB & COMMUNITY ACCIDENT & INCIDENT NOTIFICATION FORM

All accident and incident notification forms must be submitted **within 24 hours**.

In the event of **ANY** accident, incident, or Safeguarding Child/Adult issue, please contact your line manager as soon as it is safe to do so in line with the Incident Escalation Process.

INDIVIDUAL AFFECTED BY THE INCIDENT

Full Name			
Classification of person involved/affected/injured by incident/accident.	Participant <input type="checkbox"/>	Staff <input type="checkbox"/>	Volunteer <input type="checkbox"/>
	Other:		
Date of Birth and age of individual			
Gender & Ethnicity			
Address & Postcode			

PROGRAMME DETAILS

Incident Category

Please choose the relevant category and type of issue your concern is about.

Accident	Break	Epi Pen / Asthma	Fall / Trip	Sprain /Strain
	Graze	Hit by Object	Near Miss	Nosebleed
Safety and Wellbeing	Behaviour	Bullying or Cyber Bullying	General Wellbeing	Domestic Violence
	Medical Issues	Home Issues	Female Genital Mutilation (FGM)	Child Sexual Exploitation
	Educational Needs	Mental Health	Ratio Breach	Soiling
Incident	Discriminatory Incident	Travel	Criminal Activity i.e., Drugs or Weapons	Verbal Aggression or Violence
	Other:			
Complaint	Member of Staff	Player/Participant	Supporter/Member of the Public	
Allegation against a professional				

COACHING INFORMATION

Programme Name:
(PDC/ Academy, Afterschool Club)

Date and time of incident:

Other Staff/Partners Present:

Programme Manager

DESCRIPTION OF INCIDENT (PLEASE USE THE CONTINUATION SHEET IF NECESSARY)

Describe the incident / accident.
NB: If information is unknown it is still crucial that you share the information that you do have.

Outline any immediate action taken as a result of any injuries and the details of any first aid given (if applicable)

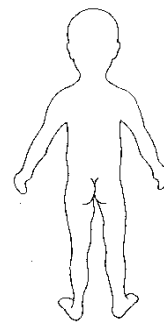
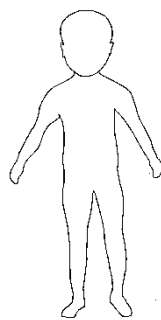
Who was the information formally referred to?

Does the child/young person/adult know that a referral is being made?

Note: Do not inform parent/carer if there is any suspin of their involvement.

Please handwrite in capital letters and report factual information rather than assumption or interpretation. Where an opinion is given this should be clearly stated.

If relevant, please indicate where upon the body the injury occurred:



What was done immediately after the accident / incident?

Were the emergency services called? If so, what further action was taken

Who has been notified so far?

