

Offaly Rowing Club

Safeguarding Incident Report Form

Record completed by:		
Position:		Date:
Child/Vulnerable person's Name:		
Child/Vulnerable person's Address:		
Child/Vulnerable persons Date of Birth:		
Parents/Guardian's Name and Address:		

Date any incident:	Time of any incident:
Your Observations:	
Detail exactly what the young person said and what you said: (Remember do not lead the young person – record actual details. Continue on a separate sheet if necessary)	
Action taken so far:	

Designated Liaison Person informed?			Yes	No
<i>External Agencies contacted</i>				
An Garda Síochána	Yes	No	Details of advice received:	
Station contacted: Contact name: Contact number:				
Tusla	Yes	No	Details of advice received:	
Office contacted: Contact name: Contact number:				
Rowing Ireland	Yes	No	Details of advice received:	
Person contacted: Contact number:				
Signature			Date	

Remember to maintain confidentiality on a need-to-know basis. This will protect the child/vulnerable adult. Do not discuss this incident with anyone other than those who need to know.

N.B. A copy of this form should be sent to Tusla after the telephone report and to the Rowing Ireland Designated Liaison Person for monitoring purposes.

Under GDPR regulations (see RI safeguarding Policy) this document is to be held securely by the DLP for 6 years.