**ACCIDENT / INCIDENT REPORT FORM**

Use this form to report accidents, injuries, safeguarding (protection) concerns.

*Delete where appropriate*

**If possible, a report should be completed within 24 hours of the event.**

**If you are raising a safeguarding/protection issue, keep it confidential.**

Contact District innerwheel129@gmail.com if you need advice.

**Don’t** mention any names in your email. Leave your phone number and one of the Protection Officers will contact you.

**Inner Wheel Club of**

Date of Report: [DATE]

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| --- |
| 1. **PERSON INVOLVED**
 |

Full Name: [NAME] Address: [ADDRESS]

Phone: [PHONE NUMBER] E-Mail: [E-MAIL ADDRESS]

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| 1. **THE INCIDENT**
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Date of Incident: [DATE] Time: [TIME] [ ]  AM [ ]  PM

Location: [LOCATION]

Describe the Incident: [DESCRIBE THE INCIDENT]

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| 1. **INJURIES**
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Was anyone injured? [ ]  Yes [ ]  No

If yes, describe the injuries: [DESCRIPTION OF INJURIES]

OR

Describe what has led to the raising of a concern relating to Safe-Guarding (Protection)

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| 1. **WITNESSES**
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Were there witnesses to the incident? [ ]  Yes [ ]  No

If yes, enter the witnesses’ names and contact info: [NAMES OF WITNESSES]

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| 1. **POLICE / MEDICAL SERVICES/SOCIAL SERVICES/OTHER**
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Police Notified? [ ]  Yes [ ]  No If yes, was a report filed? [ ]  Yes [ ]  No

If Yes, give incident ref. number

Was medical treatment provided? [ ]  Yes [ ]  No [ ]  Refused

If yes, where was medical treatment provided? [ ]  On site [ ]  Hospital [ ]  Other: [OTHER]

Social Services Notified? [ ]  If yes, which? Devon or Cornwall?

Name and contact number at Social Services if known:

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| 1. **PERSON FILING REPORT**
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Signature: [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](https://esign.com/) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **CLUB USE ONLY** |

Report received by: [NAME] Date: [DATE]

Follow-up action taken:

Action Taken: DESCRIBE] *Advice is available from District and Association if required.*

**Protection/Safeguarding Reports should be password protected.**

For information on how to do this, [click here.](https://support.microsoft.com/en-us/office/protect-a-document-with-a-password-05084cc3-300d-4c1a-8416-38d3e37d6826)