



Berkshire, Oxfordshire & Buckinghamshire  
inclusive League



# Safeguarding Policy

Season 2016 / 17



# COMMITTEE CONTACTS



## *CHAIRPERSON*

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## *VICE CHAIRPERSON*

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## *LEAGUE SECRETARY*

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## *TREASURER*

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## *LEAGUE WELFARE OFFICER*

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## *CHARTER STANDARD CO-ORDINATOR*

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## *REFEREE CO-ORDINATOR*

**Contact:** Gary Coster  
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## *FIXTURE CO-ORDINATOR*

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## LEAGUE ETHOS

Inclusive football is about creating opportunities for footballers with varying levels of ability and varying impairments to compete in the same environment. Definitions and systems for classification have yet to be fully developed, there are current examples that can be welcomed and investigated. The key to developing a workable and fair system is its transparent nature. It must be practicable and deliverable and above all players, coaches and managers alike must commit to making it work by agreeing to the principles of inclusive football and not to abuse them. *(LJMU research into pan disability football)*

### Aims

The aim of the league is to offer regular, competitive football to inclusive football teams in a safe, fun and friendly environment. We understand that some of the classification criteria will be hard to meet, we urge all team managers to work toward a fair and competitive structure for the future development of inclusive football.

No teams will be excluded if the criteria cannot be met, but we urge all teams to play according to the guidelines thus making the league a fair and competitive environment.

### Guidelines

Teams should enter into this league in the right spirit and should co-operate with the committee, and other teams partaking, to make the league as successful as possible.



**Respect**

### Charter Standard

The BOBi League is a Charter Standard Accredited League and achieved this status in 2009. The Charter Standard League Programme assesses the ability of leagues to provide a high quality, safe and enjoyable football experience against a standard set of criteria. It also encourage leagues to continuously develop, through on-going support from County FA staff and the review and on-going development of a league development plan, as part of an annual health check process.

# SEASON 2016 – 2017



## SAFEGUARDING CHILDREN

1. Any act, statement, conduct or other matter which harms a child / children, or poses or may pose a risk of harm to a child / children, shall constitute behaviour which is improper and brings the game into disrepute.
2. In these Regulations the expression "Offence" shall mean any one or more of the offences contained in Schedule 1 to the Children and Young Persons Act 1933 and any other criminal offence which reasonably causes The Association to believe that the person accused of the offence poses or may pose a risk of harm to a child or children.
3. Upon receipt by The Association of:
  - 3.1 notification that an individual has been charged with an Offence; or
  - 3.2 notification that an individual is the subject of an investigation by the Police, Social Services or any other authority relating to an Offence; or
  - 3.3 any other information which causes The Association reasonably to believe that a person poses or may pose a risk of harm to a child / children then The Association shall have the power to order that the individual be suspended from all or any specific football activity for such period and on such terms and conditions as it thinks fit.
4. In reaching its determination as to whether an order under Regulation 3 should be made The Association shall give consideration, inter alia, to the following factors:
  - 4.1 whether a child / children are or may be at risk of harm;
  - 4.2 whether the matters are of a serious nature;
  - 4.3 whether an order is necessary or desirable to allow the conduct of any investigation by The Association or any other authority or body to proceed unimpeded.
5. The period of an order referred to in 3 above shall not be capable of lasting beyond the date upon which any charge under the Rules of The Association or any Offence is decided or brought to an end.
6. Where an order is imposed on an individual under regulation 3 above, The Association shall bring and conclude any proceedings under the Rules of The Association against the person relating to the matters as soon as reasonably practicable.

7. Where a person is convicted, or is made the subject of a caution in respect of an Offence, that shall constitute a breach of the Rules of The Association and The Association shall have the power to order the suspension of the person from all or any specific football activity for such a period (including indefinitely) and on such terms and conditions as it thinks fit.
8. For the purposes of these Regulations, The Association shall act through its Council or any committee or sub-committee thereof, including the Board.
9. Notification in writing of an order referred to above shall be given to the person concerned and/or any club with which he is associated as soon as reasonably practicable.

## **SAFEGUARDING VULNERABLE ADULTS.**

1. The aim of this policy is to ensure that all vulnerable adults are treated fairly and with Respect and that the BOBi League is able to develop high standards of Safeguarding, whilst eliminating incidents of poor practice and abuse.
2. The BOBi League is responsible for setting standards, policies and procedures that apply throughout the league in order to ensure the safety of participants and secure development as players.
3. The BOBi League is committed to the safeguarding of participants in an environment which ensures that they are healthy, safe, enjoy the activities and achieve within them, are able to contribute positively and is supportive to their economic well being.
4. The BOBi League will investigate and if necessary, report concerns relating to poor practice and/or abuse, whether they are physical, emotional or sexual in nature or involve neglect. Equally concerns related to bullying will be reported to ensure that they are dealt with effectively. Where concerns indicate the possibility of abuse will be made to other agencies such as the CFA CWO, the FA Case Managers, NSPCC, Social Services, Police and others.
5. All those involved with the BOBi League, have a responsibility to take action if the safety or welfare of a vulnerable adult is causing them concern and to report concerns. Coaches, team managers and those undertaking to facilitate football for Vulnerable Adults have an extra responsibility to take action and to ensure adequate Safeguarding is in place at all times and that there are sufficient numbers of people available to do this.

*A VULNERABLE ADULT* is a person who is, or may be, in need of extra support because they are elderly, may have a learning disability, physical disability, sensory impairment or mental health problem and who is, or may be, unable to take care of themselves or be unable to protect themselves against harm.

The F.A, Thames Valley Police and County Councils have procedures to ensure the abuse stops and will not happen again. They work with the vulnerable adult to determine the best course of action and inform them of any action taken.



Information will be treated as confidential. There can be occasions when some information will need to be shared with appropriate agencies, when it is in the best interests of a vulnerable person, or the protection of the public.

What is abuse or mistreatment? The form can vary.

- *Physical* – including hitting, slapping and punching.
- *Sexual* – including rape, and act of sexual acts to which the person has not consented.
- *Emotional/psychological* – including threats and humiliation.
- *Financial* – tricking the person out of money or stealing.
- *Neglect* – is also a form of abuse- leaving someone without adequate food, heating or taking care of personal needs.

#### CONTACT NUMBERS

- OXFORDSHIRE SOCIAL AND COMMUNITY SERVICES 0845 050 7666
- READING SOCIAL AND COMMUNITY SERVICES 01189 553600
- WOODLEY SOCIAL AND COMMUNITY SERVICES 01189 445300
- NEWBURY SOCIAL AND COMMUNITY SERVICES 01635 42400
- SLOUGH SOCIAL AND COMMUNITY SERVICES 01753 530656
- BRACKNELL SOCIAL AND COMMUNITY SERVICES 01344 464707
- WOKINGHAM SOCIAL AND COMMUNITY SERVICES 01189 793008
- MILTON KYNES SOCIAL AND COMMUNITY SERVICES 01908 691691
- WYCOMBE SOCIAL AND COMMUNITY SERVICES 01494 817750
- AYLESBURY SOCIAL AND COMMUNITY SERVICES 01296 393363
- THAMES VALLEY POLICE-0845 8505 505
- OXFORDSHIRE FA COUNTY WELFARE OFFICER, NIGEL SAVERTON 01993 894402
- BERKS & BUCKS FA COUNTY WELFARE OFFICER, DAVID LEWIS 07825437728



# Respect



## **BOBi LEAGUE EQUALITY POLICY**

The aim of this policy is to ensure that everyone is treated fairly and with respect and that the BOBi League is equally accessible to them all.

The BOBi League is responsible for setting standards and values to apply throughout the divisions at every level. Football belongs to and should be enjoyed by, anyone who wants to participate in it.

Our commitment is to confront and eliminate discrimination whether by reason of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability and to encourage equal opportunities.

This policy is fully supported by the League Committee who is responsible for the implementation of this policy.

The BOBi League, in all its activities will not discriminate, or in any way treat anyone less favourably on grounds of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability. It means that the BOBi League will ensure that it treats people fairly and with respect and that it will provide access and opportunities for all members of the community to take part in, and enjoy, its activities.

The BOBi League will not tolerate harassment, bullying, abuse or victimisation of an individual, which for the purposes of this policy and the actions and sanction applicable is regarded as discrimination. This includes sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal.

The BOBi League will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

The BOBi League is committed to taking positive action where inequalities exist and to the development of a programme of ongoing training and awareness raising events and activities in order to promote the eradication of discrimination and promote equality in football.

The BOBi League is committed to a policy of equal treatment of all members and requires all members to abide and adhere to these policies and the requirements of the relevant equalities legislation – Race Relations Act 1976, Sex Discrimination Act 1975 and Disability Discrimination Act 1995 as well as any amendments to these acts and any new legislation.

The BOBi League commits itself to the immediate investigation of any claims when brought to its attention, of discrimination on the above grounds and where such is found to be the case, a requirement that the practice stop and sanctions are imposed as appropriate.



## REPORTING SERIOUS INCIDENTS

This section is to give you an idea as to the roles and responsibilities each Welfare Officer has and how to report incidents.

### **Role of the Club Welfare Officer:**

- Know who the County FA Welfare Officer is and how they can contact them.
- Refer any club concerns of abuse or poor practice to the County FA Welfare Officer.
- Seek advice from The FA/NSPCC helpline if the County FA Welfare Officer is unavailable or in circumstances of child protection urgency.
- Seek advice from local Children's Services or the Police in an Emergency.
- Encourage the club to discuss and implement The FA's Safeguarding Children Policy and Vulnerable Adults Policy.
- Encourage the club to utilise The FA's guidelines on recruiting volunteers and always requesting and following up references.
- Encourage the club to discuss and implement The FA's guidelines on the use of images and organizing travel, trips and tournaments.
- Implement and enforce enhanced CRB disclosures completed via The FA CRB Unit for the following: welfare officers, coaches, managers, referees and first aiders.
- Support the club in identifying anyone else whose role requires an enhanced FA CRB disclosure.

### **Role of the League Welfare Officer:**

- Know who the County Welfare Officer is and how to contact them.
- Know who the Club Welfare Officer/s are and how to contact them.
- Encourage all league clubs to implement The FA Child protection Policy and Vulnerable Adults Policy.
- Encourage clubs to implement The FA's Safeguarding Children and Vulnerable Adults guidelines.
- Have an understanding of The FA CRB Unit and its role.
- Advocate and enforce the CRB Disclosure to be used as part of both the league and clubs safeguarding initiatives and encourage all clubs to make appropriate use of The FA CRB Unit.

### **Role of the County Welfare Officer:**

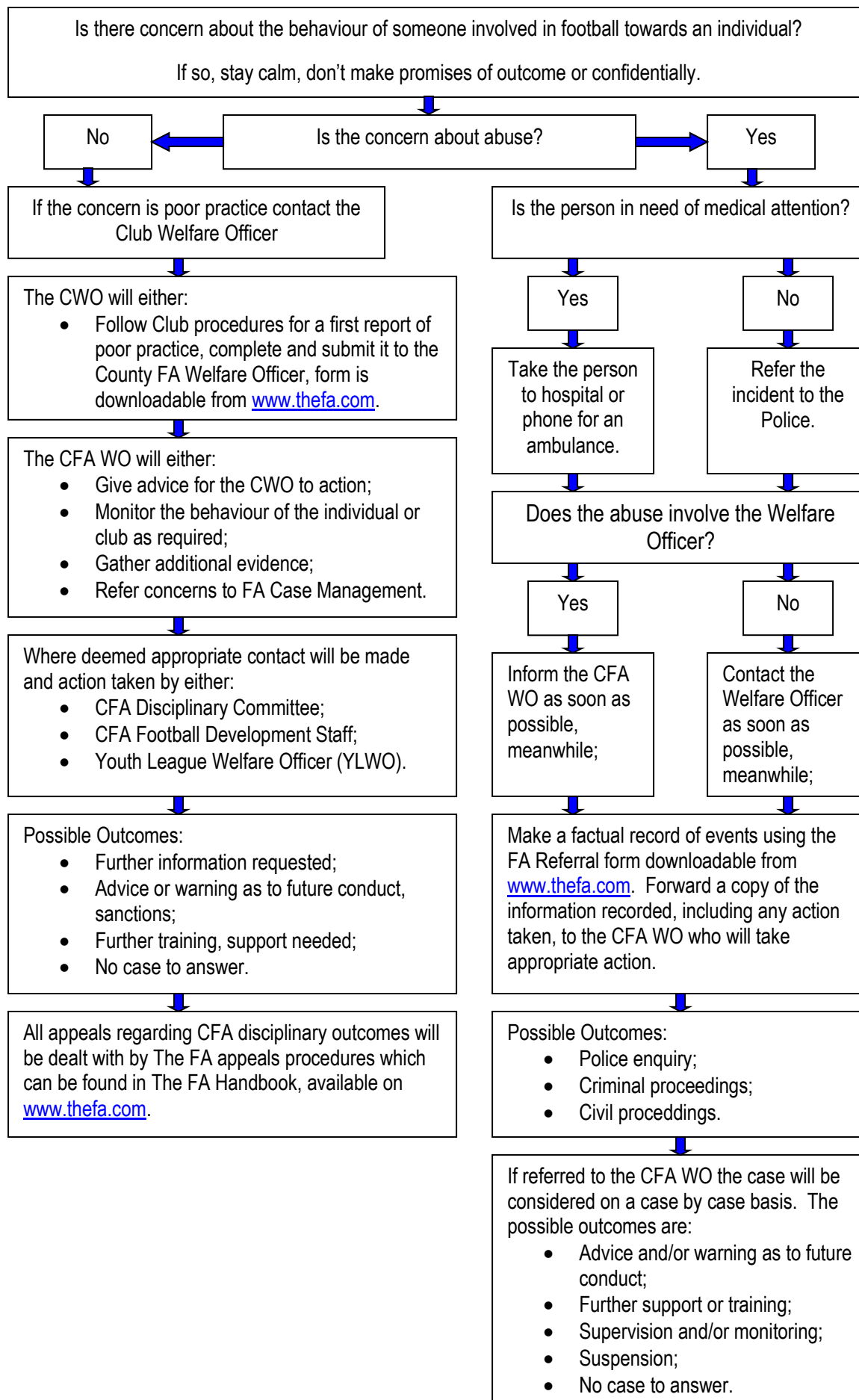
- Receive and collate child protection and poor practice concerns and take action as necessary in accordance with FA protocols and procedures.
- Seek advice and guidance regarding handling child protection, abuse and poor practice concerns as necessary, taking action as advised by the Social Services, Police or FA Case Management team.
- Ensure those individuals reporting concerns remain informed in line with The FA's referral process and case management protocols.
- Record and securely retain all paperwork relating to cases/incidents in accordance with FA Policies.
- Provide advice on case management and poor practice issues where they feel competent to do so, if not to seek advice from The FA.
- Ensure The FA Case Management team and County FA Secretary are fully informed and updated about the actions and progress on reported concerns as appropriate.
- Communicate and liaise with The FA Child protection team regarding trends and issues relating to child protection and poor practice.



- Initiate and develop relationships with the Police, Children's services and other agencies locally to maintain contact information.
- Make contact and liaise with the area Child protection committees where appropriate.
- Promote and support the aims of The FA's Safeguarding Children and vulnerable adults Policy and procedures and their guidelines.
- Assist the leagues to put in place Welfare Officers.
- Maintain effective contact and provide support to club and league welfare officers and other key officials to promote the work of the County Welfare Officer.
- Have a willingness to attend and participate at meetings/events organised by The FA, CFA and at club and league level.
- Have an understanding of The FA CRB Unit and its role.
- Advocate for and support clubs in implementing CRB disclosures and the importance of these being carried out through The FA's CRB Unit.
- Attend and productively contribute to professional development sessions.
- Whistle blow in accordance with FA guidelines.
- All Welfare Officers are asked to Promote, support and encourage the benefits of safeguarding children and vulnerable adults education and awareness programme.

On the next page is a flow diagram to help you process any allegations or claims of incidents and poor practice.





## **CODE OF CONDUCT FOR MATCH OFFICIALS (REFEREES, ASSISTANT REFEREES, FOURTH OFFICIALS AND SUBSTITUTE REFEREES)**

Under the Laws of the Game the decisions of a referee on points of fact connected with the play are final as far as the result of the game is concerned. A referee also has wide-ranging powers defined in Law 5.

The exercising of such power requires a high level of ethics from referees and assistant referees (referred to in this Code together as “referees”).

In addition to the quality of refereeing, the behavior of the referee has an impact, either directly or indirectly, on the conduct of all others involved in the game. Respect for referees and their decisions is a fundamental part of the game. A Code of Conduct for Match Officials is a proper response to those expectations.

While the Code focuses primarily on referees involved in top-class football, with few exceptions the basic ideas are valid for match officials at all levels, be they on the National List, or registered with County Football Associations and only involved in local football.

These Codes are applicable to match officials at all levels of the game.

### ***Obligations towards the game***

The referee has a duty to the game in its widest sense.

One of those duties is to help the game to keep moving, compatible with fair play, and to seek to ensure it is attractive and is not subject to unnecessary halts.

The referee should:

1. Make every effort to prepare fully for a match, both physically and mentally. On a physical level, a referee must be able to keep up with the speed of the modern game, and be alert and close enough to take correct decisions from credible locations on the field of play.
2. Not be afraid to take decisions. A referee should be fair and firm and must resist any possible influence from protests on the part of players, team officials or spectators.
3. Show respect towards players and team officials.
4. Be honest and completely impartial at all times, irrespective of the teams, players or team officials involved in the match.
5. Decline to be appointed to a match if not completely physically or mentally fit to referee that match (because of illness, injury, or for family or other reasons).
6. Inform The Football Association and/or County Association and/or league or competition directly responsible if unable to referee a team or teams for any reason.
7. Refrain from requesting hospitality of any kind, or accept any hospitality offered and considered to be excessive.
8. Always have regard to the best interests of the game, including where publicly expressing an opinion on the game or any particular aspect of it, including others involved in the game.
9. Not tolerate inappropriate language from players and/or officials.

## ***Obligations towards the Players***

The powers of a referee must be used with wise judgment and care. Authority and a firm approach must be combined with respect.

1. A referee should have regard to protecting the players.
2. A referee should show due respect when speaking with the players, even in the event of infringements.
3. In reports, a referee should set out the true facts and not attempt to justify any decisions.

It is necessary for the referee's authority to be protected, not only for the sake of the game, but also in the interest of fellow referees, assistant referees, fourth officials and substitute referees. This protection should, however, not influence the over-riding regard for protection of the players.

1. A referee should refrain from publicly expressing any criticism of fellow referees, assistant referees or other match officials.
2. A referee should assist with the development of less experienced referees and assistant referees.
3. An assistant referee should give his total support to the referee, but without undue interference or insistence.

### ***Please Note...***

Players, Managers, Coaches, Referees and Administrators all have a responsibility to ensure that the image of the national game is not tarnished, either by the use, or the acceptance, of offensive language likely to incite, insult or provoke others. The FA is committed to eliminating the use of offensive language towards match officials.

Players and referees are reminded that racist remarks constitute a dismissal offence in accord with FA Law 12.

You are reminded to ensure that players do not wear anything that is dangerous to themselves or other players, including any kind of jewelry. However, medical alert necklaces and bracelets may be worn but must be taped securely. Spectacles can be worn but must be secured tightly to the head by a 'sports band', or elasticised band to prevent them falling off.

# Codes of Conduct for Young Players



## Respect

We all have a responsibility to promote high standards of behaviour in the game.

As a player, you have a big part to play. That's why The FA is asking every player to follow a Respect Code of Conduct.

### When playing football, I will:

- Always play to the best of my ability.
- Play fairly – I won't cheat, complain or waste time.
- Respect my team-mates, the other team, the referee or my coach/manager.
- Play by the rules, as directed by the referee.
- Shake hands with the other team and referee at the end of the game.
- Listen and respond to what my coach/team manager tells me.
- Talk to someone I trust or the club welfare officer if I'm unhappy about anything at my club.

I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA or The FA:

### I may:

- Be required to apologise to my team-mates, the other team, referee or team manager.
- Receive a formal warning from the coach or the club committee.
- Be dropped or substituted.
- Be suspended from training.
- Be required to leave the club.

### In addition:

- My club, County FA or The FA may make my parent or carer aware of any infringements of the Code of Conduct.
- The FA/County FA could impose a fine and suspension against my club.

# Respect



# Codes of Conduct for Spectators and parents/carers



**Respect**

We all have a responsibility to promote high standards of behaviour in the game.

This club is supporting The FA's Respect programme to ensure football can be enjoyed in a safe, positive environment.

Remember children's football is a time for them to develop their technical, physical, tactical and social skills. Winning isn't everything.

Play your part and observe The FA's Respect Code of Conduct for spectators and parents/carers at all times.

## **I will:**

- Remember that children play for FUN.
- Applaud effort and good play as well as success.
- Always respect the match officials' decision.
- Remain outside the field of play and within the Designated Spectators' Area (where provided).
- Let the coach do their job and not confuse the players by telling them what to do.
- Encourage the players to respect the opposition, referee and match officials.
- Avoid criticising a player for making a mistake – mistakes are part of learning.
- Never engage in, or tolerate, offensive, insulting, or abusive language or behaviour.

I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA or The FA:

## **I may be:**

- Issued with a verbal warning from a club or league official.
- Required to meet with the club, league or CFA Welfare Officer.
- Required to meet with the club committee.
- Obligated to undertake an FA education course.
- Obligated to leave the match venue by the club.
- Requested by the club not to attend future games.
- Suspended or have my club membership removed.
- Required to leave the club along with any dependents.

## **In addition:**

- The FA/County FA could impose a fine and/or suspension on the club.

**Respect**







# Codes of Conduct for Match Officials

## Respect

We all have a responsibility to promote high standards of behaviour in the game.

The behaviour of the match officials has an impact, directly and indirectly, on the conduct of everyone involved in the game – both on the pitch and on the sidelines.

Play your part and observe The FA's Respect Code of Conduct of match officials at all time.

### I will:

- Be honest and completely impartial at all times.
- Apply the Laws of the Game and competition rules fairly and consistently.
- Manage the game in a positive, calm and confident manner.
- Deal with all instances of violence, aggression, unsporting behaviour, foul play and other misconduct.
- Never tolerate offensive, insulting or abusive language or behaviour from players and officials.
- Support my match official colleagues at all times.
- Set a positive personal example by promoting good behaviour and showing respect to everyone involved in the game.
- Communicate with the players and encourage fair play.
- Respond in a clear, calm and confident manner to any appropriate request for clarification by the team captains.
- Prepare physically and mentally for every match.
- Complete and submit, accurate and concise reports within the time limit required for games in which I officiate.

I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA or The FA:

### I may be:

- Required to meet with The FA/County FA Refereeing Official.
- Required to meet with The FA/County FA Refereeing Committee.
- Obligated to attend or re-attend The FA Respect training or other FA education course.
- Issued with a written warning.
- Fined by the County FA.
- Offered less senior appointments.
- Suspended from all appointments for a defined period.
- Excluded from affiliating as a FA Referee.

# Respect



# Codes of Conduct for Coaches, Team Managers and Club Officials



**Respect**

We all have a responsibility to promote high standards of behaviour in the game.

In the FA's survey of 37,000 grassroots participants, behaviour was the biggest concern in the game. This included the abuse of match officials and the unacceptable behaviour of over competitive parents, spectators and coaches on the sideline.

Play your part and observe the Football Association's Respect Code of Conduct in everything you do.

## **On and off the field, I will:**

- Show respect to others involved in the game including match officials, opposition players, coaches, managers, officials and spectators.
- Adhere to the laws and spirit of the game.
- Promote Fair Play and high standards of behaviour.
- Always respect the match official's decision.
- Never enter the field of play without the referee's permission.
- Never engage in public criticism of the match officials.
- Never engage in, or tolerate, offensive, insulting or abusive language or behaviour.

## **When working with players, I will:**

- Place the well-being, safety and enjoyment of each player above everything, including winning.
- Explain exactly what I expect of players and what they can expect from me.
- Ensure all parents/carers of all players under the age of 18 understand these expectations.
- Never engage in or tolerate any form of bullying.
- Develop mutual trust and respect with every player to build their self-esteem.
- Encourage each player to accept responsibility for their own behaviour and performance.
- Ensure all activities I organise are appropriate for the players' ability level, age and maturity.
- Co-operate fully with others in football (e.g. officials, doctors, physiotherapists, welfare officers) for each player's best interests.

I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA or The FA:

## **I may be:**

- Required to meet with the club, league or County Welfare Officer.
- Required to meet with the club committee.
- Monitored by another club coach.
- Required to attend a FA education course.
- Suspended by the club from attending matches.
- Suspended or fined by the County FA.
- Required to leave or be sacked by the club.

## **In addition:**

- My FACA (FA Coaches Association) membership may be withdrawn.

**Respect**





# Codes of Conduct for Adult Players

We all have a responsibility to promote high standards of behaviour in the game

**Respect**

Players tell us they want a referee for every match, yet 7,000 match officials drop out each season because of the abuse and intimidation they receive on and off the pitch. Respect your referee today and you may just get one for every match this season.

Play your part and observe The FA's Respect Code of Conduct for players at all times.

## On and off the field, I will:

- Adhere to the Laws of The Game.
- Display and promote high standards of behaviour.
- Promote Fair Play.
- Always respect the match officials decisions.
- Never engage in public criticism of the match officials.
- Never engage in offensive, insulting or abusive language or behaviour.
- Never engage in bullying, intimidation or harassment.
- Speak to my team-mates, the opposition and my coach/manager with respect.
- Remember we all make mistakes.
- Win or lose with dignity. Shake hands with the opposing team and the referee at the end of every game.

I understand that if I do not follow the Code, any/all of the following actions may be taken by my club, County FA or The FA:

## I may:

- Be required to apologise to team-mates, the other team, referees or team manager.
- Receive a warning from the coach.
- Receive a written warning from the club committee.
- Be required to attend a FA education course.
- Be dropped or substituted.
- Be suspended from training.
- Not be selected for the team.
- Be required to serve a suspension.
- Be fined.
- Be required to leave the club.

## In addition:

- The FA/County FA could impose a fine and/or suspension on the club.

**Respect**





# Incident Referral & Information Form

Completed by: \_\_\_\_\_ Position: \_\_\_\_\_

County FA: \_\_\_\_\_

Referral for Direct Involvement

☐

For Consultation & Advice

☐

For Information Only

☐

**Case Name:** \_\_\_\_\_

(Accused Person/Club being referred)

**Position Held:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

(To alleged victim)

**Gender:** Male

☐

Female

☐

## Contact Details

**Address:** \_\_\_\_\_

**Phone No:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Age:** \_\_\_\_\_

(At time of incident)

**Ethnic**

**Background:** (if known) \_\_\_\_\_

**County FA:** \_\_\_\_\_

**Connections**

**with other CFAs** \_\_\_\_\_

**Name of Alleged Victim/Young Person Concerned:** \_\_\_\_\_

(If more than one, use Additional Information Form)

**Age:** \_\_\_\_\_

(At time of incident)

**Date of Birth:** \_\_\_\_\_

**Role/position:** \_\_\_\_\_

**Any Disabilities:** \_\_\_\_\_

**Gender:**

Male

☐

Female

☐

**Ethnic**

**Background:** (if known) \_\_\_\_\_

**Contact:** \_\_\_\_\_

(Name and address of parent/carers)

**Telephone No:** \_\_\_\_\_

**Associated Club:** \_\_\_\_\_

(Name and address)S

**Name of person who originated concern and contact details:** \_\_\_\_\_

(If applicable/known)

**Relationship**

**to alleged victim** \_\_\_\_\_

**Relationship**

**to accused** \_\_\_\_\_

**For CFA use only:**

**Date received by CFA:**

**Case Category:**

**Summary of Incident** *(please provide details where known & on a separate sheet if necessary)*

**Location:**

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**Details of Incident:**

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**Date of Incident:**

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**Witnessed By:**

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**Contact Details:**

(Of witnesses)

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**Action Taken:**

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**External Agencies Contacted:**

*(Please provide name, contact number, advice received and contact date)*

**Police:**

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**Social Services:**

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**Other:**

(E.g. NSPCC)

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Signed: \_\_\_\_\_

Date: \_\_\_\_\_

For Completion by the CFA Welfare Officer

Case Name: \_\_\_\_\_

Initial Action Recommended or Taken:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Timeframes Agreed/Proposed: \_\_\_\_\_

Additional Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Prime Concern:

	Sexual	Physical	Emotional	Neglect	Bullying
Actual:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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



# Incident Referral and Information Form



## Additional Information Regarding Other Alleged Victims or Young Persons

Concerned

**Case Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Completed by:** \_\_\_\_\_

**Name of Alleged Victim/Young Person Concerned:** \_\_\_\_\_

**Age:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_  
(At time of incident)

**Role/position:** \_\_\_\_\_

**Gender:** Male ☐ Female ☐ **Ethnic Background:** (If known) \_\_\_\_\_

**Contact:** \_\_\_\_\_ **Any Disabilities:** \_\_\_\_\_  
(Name and address of parent/carer)

\_\_\_\_\_ **Telephone No:** \_\_\_\_\_

**Associated Club:** \_\_\_\_\_  
(Name and address)

\_\_\_\_\_

**Name of person who originated concern and contact details:** \_\_\_\_\_  
(if applicable/known)

\_\_\_\_\_

**Relationship to alleged victim** \_\_\_\_\_ **Relationship to accused** \_\_\_\_\_

**Name of Alleged Victim/Young Person Concerned:** \_\_\_\_\_

**Age:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_  
(At time of incident)

**Role/position:** \_\_\_\_\_

**Gender:** Male ☐ Female ☐ **Ethnic Background:** (If known) \_\_\_\_\_

**Contact:** \_\_\_\_\_ **Any Disabilities:** \_\_\_\_\_  
(Name and address of parent/carer)

\_\_\_\_\_ **Telephone No:** \_\_\_\_\_

**Associated Club:** \_\_\_\_\_  
(Name and address)

\_\_\_\_\_

**Name of person who originated concern and contact details:** \_\_\_\_\_  
(if applicable/known)

\_\_\_\_\_

**Relationship to alleged victim** \_\_\_\_\_ **Relationship to accused** \_\_\_\_\_