

RFU & RFUW INCIDENT REPORT FORM

CONFIDENTIAL



(please write or insert text in the white boxes only)		Date of completion:		
		Date received at Twickenham:		
Person Reporting the Incident/Allegation:		Case reference number:		
Your Name:		Your Club:		
Address (inc county & post code):		Position in Club and/or Constituent Body:		
Phone numbers (inc mobile):		e-mail address:		
Name and Contact Details of Person Making Allegation if different from above:				
Name		Your Club:		
Address (inc county & post code):		Position in Club and/or Constituent Body:		
Phone numbers (inc mobile):		e-mail address:		
Name and Contact Details of Victim - Child or Vulnerable Adult: (please use another sheet if there is more than one victim)				
Name:		Club or Organisation:		
Address of Parent/Guardian/Carer:		Position at Organisation (player/volunteer):		
Phone numbers (inc mobile):		e-mail address:		
Other useful information:		Ethnicity:		Disability(ies):
Date of Birth:	Age: (at time of incident)	Gender:		

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Name and Contact Details of Accused (if known):		
Name		Club or Organisation:
Address (inc county & post code):		Position in Organisation (eg club coach):
Phone numbers (inc mobile):		How long have they held this position?
Age:	Gender:	e-mail address:
Relationship of accused to the victim/child/vulnerable adult:		
Is the accused a member of the club/CB?		
Is the accused a member of paid or voluntary staff?		
Do they hold a current RFU Enhanced CRB Check?		
Are they a qualified coach or referee?		
Does the accused hold an RFU Coach Licence?		
Does this person work in any other role with children or vulnerable adults (eg. performance teams, School of Rugby, teacher, scouts, care worker, other sports clubs)? If yes, please give details:		
The Allegation/Incident:		
Date of Incident:		Time of incident:
Where incident took place (e.g. club name):		Where incident took place (e.g. 2nd team pitch):
Witness 1: Name and Contacts		Witness 2: Name and Contacts
Witness 3: Name and Contacts		Witness 4: Name and Contacts

Please continue with any further witnesses on a separate sheet; Witness Statement Form - appendix 1

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What happened? Please detail the incident as you saw it or how it was reported to you:

[Large empty box for incident details]

If incident occurred during a match a referees report is required. Please supply contact details of the referee together with a copy of his/her report. Attached?	Y / N
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Referees Name	Referees Contact details:

If Child/Vulnerable Adult spoke to you directly, please record actual details and words used by them. (Remember do not lead or question the child or young person):

[Large empty box for direct quotes]

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Action taken by you or others so far:

Have you or the club taken any action (e.g. suspended the accused, etc)?

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Have you contacted the CB Safeguarding Manager?

If yes, then please state when and how:

RFU contacted:	Police Contacted:	Social Services?	Other (eg NSPCC)?
By whom?	By whom?	By whom?	By whom?
Contact details:	Contact details:	Contact details:	Contact details:

Please sign here (if paper copy) to confirm your statement as a true and accurate account:

Date completed:

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Please return this form to **Ann Hutchins** Safeguarding Executive, Rugby Football Union, Rugby House, Rugby Road, Twickenham TW1 1DS or email to rmg@therfu.com. If you require any assistance completing this form please also contact Ann Hutchins on 0208 831 7479.

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APPENDIX 1 - Witness Statement

Witness Name (please ensure their details are shown in main incident report form):

Please explain your relationship if any with:

a)the accused:

b)the victim(s):

Please explain where you were, what you were doing, what you saw, heard & felt in respect of the incident/allegation?

Please sign here (if paper copy) to confirm your statement as a true and accurate account:

Date completed: