



### Incident Report Form

<b>Name</b>	West Bay Nippers
<b>Address</b>	No. 70, Lianhai Road, Gushan District (Boathouse B, Xiziwan Sea Area Center)
<b>Contact number(s)</b>	
<b>Email</b>	info@westbay.tw
<b>Child Welfare Officer</b>	Graeme Charles

### Personal Information - Child/Young Person

<b>Name</b>	
<b>Date of Birth</b>	
<b>Gender</b>	
<b>Is there any information about the child that would be useful to consider?</b>	

## Contact Information - Parent/Guardian

**Name(s)**

**Address**

**Contact number(s)**

**Email**

**Have they been notified of this incident?**

**No: Please explain why this decision has been taken.**

**Yes: Please give details of what was said / actions agreed.**

## Incident Details

Additional information can be found in the West Bay Nippers Club Safeguarding Children Policy and Procedures

**Date and time of incident**

**Please tick**

I am reporting my own concerns ( )

I am responding to concerns raised by someone else ( )

**Name of person raising concern:**

**Role within the sport or relationship to the child:**

**Contact Number(s)**

**Email**

**Details of the incident or concerns (include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay)**

**\* Attach a separate sheet if more space is required (e.g. multiple witnesses)**

**Incident Details (continued)**  
**Child's Account of the Incident**

## Witness Accounts of the Incident

**Date and time of incident**

**Name of witness:**

**Role within the sport or  
relationship to the child:**

**Date of Birth:**

**Contact Number(s)**

**Email**

**Address**

**Details of any person involved in this incident or alleged to have caused the incident / injury:**

**Has the incident been reported to any external agencies?**

**No/Yes – Please provide further details:**

**Name of organisation/agency:**

**Contact person:**


**Contact number(s):**

**Email:**

**Agreed action or advice given:**

Declaration	
<b>Your Signature</b>	
<b>Print Name</b>	
<b>Today's Date</b>	

Contact Graeme Charles (Child Welfare Officer) in line with West Bay Nippers reporting procedure	
<b>Your Signature</b>	
<b>Print Name</b>	
<b>Date Reported</b>	




**WEST BAY NIPPERS** Health-Safety-Welfare  
西子灣兒童衝浪救生      Safeguarding Children  
Incident Report Form

**This was last reviewed on:**  
**2022/12/27**

**West Bay Nippers Season: 2023/04/02 - 2023/10/22**

We are committed to reviewing our Incident Report Form before, during, and after the West Bay Nippers season.

Signed: ..... *Graeme* .....  
West Bay Nippers Club Child Welfare Officer



**NSPCC**  
**Learning**

**Certificate of achievement**

This is to certify that

**Graeme Charles**

has successfully completed

Child Protection in sport and physical activity

Given on

**20/10/2022**

Accredited by

