

**ALDERSHOT & FARNHAM HOCKEY CLUB**



Policy no AFHC CP12v4

**Welfare/Child Protection incident form**

Your name:	
Your position:	
Child's name:	
Child's address:	
Parents/carers names and address:	
Child's date of birth:	
Date and time of any incident:	
Your observations:	
Exactly what the child said and what you said: (Remember, do not lead the child – record actual details. Continue on separate sheet if necessary)	

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Action taken so far:	
External agencies contacted (date & time)	
<b>England Hockey</b> yes/no  Name and contact number:  Details of advice received:	
<b>Police</b> yes/no If yes – which:  Name and contact number:  Details of advice received:	
<b>Social services</b> yes/ no If yes – which:  Name and contact number:  Details of advice received:	
<b>Parent/Carer has been advised of an incident</b> Yes/no	
<b>Other (eg NSPCC) Which:</b> Name and contact number: Details of advice received:	

Signature:

Approved: AFHC Committee 03.05.07  
Issued: 15.08.08  
V4: 02.11.11

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Print name:

Date:

NB A copy of this form should be sent to social services after the telephone report.  
Remember to maintain confidentiality on a need to know basis – only if it will protect the child. Do not discuss this incident with anyone other than those who need to know.  
For more information please contact the England Hockey Ethics & Compliance Manager Tel : 01628 897500 or email [safeguarding@englandhockey.co.uk](mailto:safeguarding@englandhockey.co.uk)

Contact details :

## **Surrey County Council**

Contact/Referral to social services  
Monday to Friday 9am to 5pm  
Postal Address contact centre children's team  
Conquest House  
Wood Street  
Kingston upon Thames  
KT1 1AB

Email: [swrais@surreycc.gov.uk](mailto:swrais@surreycc.gov.uk)  
secure email: [swrais@surreycc.gcsx.gov.uk](mailto:swrais@surreycc.gcsx.gov.uk) [telephone](tel:03001231640)  
0300 123 1640

Out of hours Monday to Friday 5pm to 9 am and weekends  
Emergency duty team (EDT) 01483 517898

## **Hampshire County Council**

Children's Services Department  
Hampshire County Council  
Elizabeth II Court West  
The Castle  
Winchester  
SO23 8UG

Email: [childrens.services@hants.gov.uk](mailto:childrens.services@hants.gov.uk)  
0300 555 1384

Out of hours Monday to Friday 5pm to 9 am and weekends  
Emergency duty team (EDT) 0300 555 1373

## **Police**

Surrey Police  
Telephone 0845 125 2222 (Surrey Police Control Room)

## **Hampshire Police**

Tel 0845 045 4545 (Hampshire Police Control Room)

## **NSPCC**

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NSPCC Child protection helpline  
42 Curtain Road  
London  
EC2A 3NH  
Telephone 0808 800 5000  
E-mail [help@nspcc.org.uk](mailto:help@nspcc.org.uk)  
Fax 020 7825 2750

Web [www.nspcc.org.uk](http://www.nspcc.org.uk)