

Report form for incidents of harassment and abuse

1. Your name:	2. Name of organisation:
3. Your role:	
4. Your contact information: <i>Address:</i> <i>Postcode and country:</i> <i>Telephone number:</i>	
5. Name of the person you have concerns about [the individual]:	6. The individual's date of birth: <i>Email address:</i>
7. Their ethnic origin: <i>Please state</i>	8. Does this person have a disability: <i>Please state</i>
9. The individual's position/role: athlete/coach/other [<i>Please state</i>]	
10. The individual's gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
11. If they are under 18 years, full name(s) of their parent(s) / carer(s):	
12. Contact information (parents/carers): <i>Address:</i> <i>Postal code and country:</i> <i>Telephone numbers:</i>	
<i>Email address:</i>	
13. Have the parents / carers been notified of this incident? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES please provide details of what was said/action agreed:	
14. Are you reporting your own concerns or responding to concerns raised by someone else: <input type="checkbox"/> Responding to my own concerns <input type="checkbox"/> Responding to concerns raised by someone else	
If responding to concerns raised by someone else: <i>Please provide further information below</i>	
15. Name of the person who has raised the concern to you: <i>Position within the sport or relationship to the individual named above:</i> <i>Telephone number:</i>	
<i>Email address:</i>	
16. Date and times of incident:	
17. Details of the incident or concerns: <i>Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.</i>	
18. The individual's account of the incident (if known):	

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19. Please provide any witness accounts of the incident:
20. Please provide details of any witnesses to the incident: <i>Name:</i> <i>Position within the club/organisation or relationship to the individual:</i> <i>Date of birth (if child):</i> <i>Address:</i> <i>Postcode and country:</i> <i>Telephone number:</i> <i>Email address:</i>
21. Please provide details of any person involved in this incident or alleged to have caused the incident / injury: <i>Name:</i> <i>Position within the club/organisation or relationship to the individual:</i> <i>Date of birth (if child):</i> <i>Address:</i> <i>Postcode and country:</i> <i>Telephone number:</i> <i>Email address:</i>
22. Please provide details of action taken to date:
23. Has the incident been reported to any external agencies? <input type="checkbox"/> Yes <input type="checkbox"/> No
If YES please provide further details:
24. Name of organisation / agency: <i>Contact person:</i> <i>Telephone numbers:</i> <i>Email address:</i> <i>Agreed action or advice given:</i>

Your Signature:		Print name:	
Date:			

Please give this form to the FISA Safeguarding Officer or Designated Person or email this report to safeguarding@fisa.org.

Anonymous reporting: reports may be submitted anonymously however please be aware that this may limit our ability to follow up on reports.