



Lansil Golf Club

Lansil Golf Club

Appendix 8

Incident Report Form

Recorder's Name:	
Address:	
Post Code:	Telephone No:
Child's Name:	
Address:	
Post Code:	Telephone No:
Complainant's Name:	
Address:	
Post Code:	Telephone No:
Details of the allegations: [include date; time; location; and nature of the incident]	
Additional information: [include: witnesses; corroborative statements; etc.]	
England Golf Governance department notified (01526 351824) Case Number (if allocated): Name of person spoken to:	
Date:	Time:
Action taken:	
Date:	Time:
Signature of Recorder:	Signature of Complainant:
<p>Data protection: Lansil Golf Club and England Golf Governance Department may use the information in this form (together with other information they obtain as a result of any investigation) to investigate the alleged incident and to take whatever action is deemed appropriate, in accordance with their Children and Young People Safeguarding Policy and Procedures.</p> <p>Strict confidentiality will be maintained and information will only be shared on a "need to know" basis in the interests of safeguarding. This may involve disclosing certain information to a number of organisations and individuals including relevant clubs and County bodies, individuals that are the subject of an investigation and/or Statutory agencies such as the Police and Children's Social Care.</p>	