

WALKDEN AND DISTRICT TENNIS LEAGUE

CHILD PROTECTION POLICY AND PROCEDURES Abuse Incident/ Concern & Action Taken Form

The League accepts its responsibility to protect children and young people from physical, sexual or emotional harm and from neglect or bullying and requires any incident, suspicion or allegation to be taken seriously and responded to swiftly in an appropriate and sensitive manner. When an incident /concern occurs at a League /Club event information from the young person and any witnesses about the incident should be gathered immediately and written down. The Club Child Protection Officer must be informed and given the relevant written information as soon as possible in order to complete this form and copies of both must be sent to the League Child Protection Officer.

Date of Incident/Concern..... Time of Incident / Concern

Place of Incident / Concern.....

Name of Young Person..... Age..... Club

Address

.....Post CodeTel. No

Have the Parents of the Young person been informed of the incident / concern ? Yes / No

Details of Incident / Concern and names & addresses etc. of any witnesses.....

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.....(continue on reverse if more space needed)

Details of any action taken at time of incident / concern or later to prevent a reoccurrence.....

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..... (continue on reverse if more space needed)

SignedClub Child Protection Officer