

Tendulkar Middlesex Global Academy



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GLOBAL ACADEMY**
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Incident / Concern Reporting Form

Complete with full and detailed (relevant) information, where possible. Record Facts.

Your name:	Your role:
Your contact information:	
<i>Address:</i>	
<i>Postcode:</i>	
<i>Telephone numbers:</i>	<i>Email address:</i>
Child's name:	Child's date of birth:
Child's ethnic origin (if known):	Does the child have a disability? (yes/no)
	<i>Please state:</i>
Child's gender (male / female):	
Parent's / carer's name(s):	
Contact information (parents/carers):	
<i>Address:</i>	
<i>Postcode:</i>	
<i>Telephone numbers:</i>	<i>Email address:</i>
Have parent's / carer's been notified of this incident?	
<input type="checkbox"/> Yes	
<input type="checkbox"/> No	
If YES please provide details of what was said/action agreed:	



Are you reporting your own concerns or responding to concerns raised by someone else?

- Responding to my own concerns
- Responding to concerns raised by someone else

If responding to concerns raised by someone else: *Please provide further information below*

Their name:

Position within the sport or relationship to the child:

Telephone numbers:

Email address:

Date and times of incident:

Details of the incident or concerns:

Include relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.

Child's account of the incident (if applicable): Do not directly question the child

Please provide any witness accounts of the incident:





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Please provide details of any witnesses to the incident:

Name:

Position within the club / organisation or relationship to the child:

Date of birth (if child):

Address:

Postcode:

Telephone number:

Email address:

Please provide details of any person involved in this incident or alleged to have caused the incident / injury:

Name:

Position within the club / organisation or relationship to the child:

Date of birth (if child):

Address:

Postcode:

Telephone number:

Email address:

Please provide details of action taken to date:

Has the incident been reported to any external agencies? (Police, LADO, NSPCC...)

Yes

No

If YES, please provide further details:

Name of organisation / agency:

Contact person:

Telephone numbers:

Email address:

Agreed action or advice given:

Your Signature:

Print name:

Date:



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Report Submission Process

Timely reporting is vital, where possible please send this through within 24 hours of the incident or concern.

Please share report with:

Arpita Nakhwa - Designated Safeguarding Lead - arpita.nakhwa@dypatil.edu

Sarvesh Damle - Cricket Operations Manager - sarvesh.damle@dypatil.edu

For confidential or anonymous incident report - please forward completed response with note on confidentiality or anonymity to:

dypatil@tendulkarmga.com

