



## Incident/Disclosure Form

All allegations, complaints or suspicions of abuse should be recorded as close as possible to the time of the incident. Details of incidents should be recorded in as much detail, and as accurately as possible. Any disclosures of abuse made by children and young people or vulnerable adults should be what was actually said. Do not try and interpret any of the information. Just record what was said or witnessed.

The completed form should be passed to the designated officer for protection in Transplant Sport. This person is named in the TS Child & Vulnerable Adult Protection Policy.

Your name	Your position
Place of work	Contact phone number
<b>The child or vulnerable adult's details</b>	
Name	
Address/phone number	
Age and date of birth	
Other relevant details about the person: <i>e.g. family circumstances, physical and mental health, any communication difficulties.</i>	
Parent/guardian/carers details	

Details of the allegations/suspicious	
Are you recording: <ul style="list-style-type: none"><li>• Disclosure made directly to you by the child or vulnerable adult?</li><li>• Disclosure or suspicions from a third party?</li><li>• Your suspicions or concerns?</li></ul>	
Date and time of disclosure	
Date and time of incident	
Details of the allegation/suspicious. <i>State exactly what you were told/observed and what was said. Use the persons own words as much as possible – (securely attach more paper if necessary)</i>	
Any witnesses - if so, names, address and contact numbers	
Any other people at risk– if so, names, address and contact numbers	
Action taken so far: e.g. Have the parents / carer been informed?	
Signed	Date