coaching north west

Child Protection Incident Report Form (CPIRF)

To be completed by a coach or volunteer working through the Coaching North West agency who is wishing to report concerns / allegations / disclosures regarding abuse.

Your first name: _____ Your surname: _____

Your position: _____ Your contact no.: _____

Child's first name: _____ Child's surname: _____

Child's DOB: _____ Child's Age: _____

Child's address: _____ Parent's address: _____
(if different)

Child's sex: M [ ] F [ ] Home Tel. No: _____

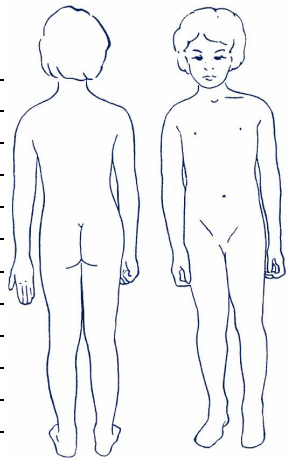
Disability (if relevant): _____

Time and date of incident / disclosure: _____

Nature of incident / disclosure: _____

Are you reporting your own concerns [ ] or those of someone else [ ] ? (please tick)
If someone else's please state their position: _____

Report the facts as you observe them
(including visible injuries / behaviours):



Report the account of the person making the allegation / disclosure (using their words where possible) making clear distinctions between fact and opinion / hearsay:

Summarise the child's account of the incident(s) if available

Detail any witnesses to the incidents with names and contact details:

Detail any actions taken, including anyone else who has been consulted, with names, contact details and ad received etc:

Have the child's parents been contacted: YES [ ] NO [ ] (please tick)
If YES, what has been said?

Use this space to record any other facts / circumstances which you think may be relevant:

Once completed, the original of this form should be lodged with the Coaching North West agency co-ordinator or manager as appropriate within 48 hours. Remember to maintain confidentiality on a 'need to know' basis – only share information that in doing so will protect the child