Corley &
Fillongley
Photographic Club

Incident of Concern Reporting Form

This form is to be completed when an incident of concern involving a Vulnerable Person or Young person attending a club night has been raised. The form should be completed by the club Welfare Officer or committee member and handed to the Club Secretary who will ensure actions are carried out.

Date of Incident _____ Location of Incident _____

Name of Person completing this form: _____

Name of Person (s) affected by the incident: _____

What occurred that caused this incident report to be completed.

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Name of the club member(s) who are being highlighted in this incident

_____

_____

Will the incident need reporting to the appropriate authorities Yes / No

Corley & Fillongley Photographic Club

If yes, person responsible for reporting _____

Will the member(s) highlighted above be immediately suspended while an investigation takes place. Yes/No

Post Investigation feedback: This must include a review of the whole policy

Date this feedback added _____ Name of person completing _____

Signed _____ Print _____