



Northwich United FC

Incident Report Form
Club Records • Safeguarding

Confidential
Record accurately

Use these forms to record factual details of incidents. Share only with appropriate club officials and safeguarding/welfare leads.

Incident Report Form

Report reference		Date reported	
Person completing form		Role	
Contact number		Email	

1. Incident Details

Date of incident	Time of incident		
Location			
Team/age group	Match/training/event		
Type of incident	Injury / accident / behaviour / facility issue / safeguarding concern / other:		

2. People Involved

Player/person affected			
Date of birth/age group		Parent/guardian contact	
Witness 1		Witness 2	
Other people involved			

3. Factual Account

Describe exactly what happened, using factual language only. Include what was seen, heard, said and done.

Immediate action taken:

4. Medical / First Aid / Follow-Up

First aid given?	Yes / No	By whom:
Emergency services contacted?	Yes / No	Time: Reference:
Parent/guardian informed?	Yes / No	Name: Time:
Further action required?	Medical follow-up / welfare follow-up / safeguarding referral / facility repair / other:	

5. Report Sign-Off

I confirm that this report is accurate to the best of my knowledge and has been completed as soon as reasonably possible after the incident.

Completed by	Role	
Signature	Date/time	
Received by club official		