



# **Incident Report Form**

This form should be used to record a suspicion, allegation or disclosure of child abuse or a complaint of inappropriate behaviour. New Zealand Football's Incident Report Form, as included in the New Zealand Football Working With Children Policy, may also be used.

1. Your name and position

---

2. Name of child or young person involved

---

3. Name of person making the complaint

---

4. Name of the person who the complaint is made against

---

5. Nature of the complaint- include times, dates, location and what happened (this can include observations of the child's behaviour)

---

---

---

---

---

---

---

---

6. Details of any injuries and if the child received medical attention

---

---

---

---

---

---

---

---



**Matamata Swifts Association Football Club**

7. Accurately record what the child said when describing what happened

---

---

---

---

---

---

---

---

8. Details of anyone who saw what happened

---

---

---

---

---

---

---

---

9. Does this complaint indicate the possibility of child abuse, i.e. Physical abuse, sexual abuse and or neglect?

YES

NO

10. If yes, provide details of your report to: Child Youth and Family and or NZ Police

Person spoken to: \_\_\_\_\_

Date: \_\_\_\_\_

11. If complaint relates to inappropriate behaviour, detail of internal discipline process followed

---

---

---

---

---

---

---

---



**Matamata Swifts Association Football Club**

12. Any follow up required?

YES

NO

13. If yes, please provide details:

---

---

---

---

---

---

---

---

---

---

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_