



INCIDENT/CONCERN LOG

Name of person reporting concern.....
Position (eg. parent, coach, swimmer).....

Name of person to whom concern was raised.....
Position.....

Date reported..... Time of report.....
Location when reported.....

Nature of concern (include dates/time location).....
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Advice given at the time of reporting.....
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Any other comments.....
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Any further action to be taken.....
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Signed..... Date.....

This form must be completed and then submitted to the Club Welfare officer within 7 days of the concern being raised.