Guidelines for Reporting Allegations/ Incidents

In the event of an incident, the following procedure will be carried out:

- Record all incidents reported or observed on an Incident Form **(see page 53)**
- 1 copy to designated person
- Ensure confidentiality - only "need to know basis" (reference confidentiality clause)
- The designated person will be responsible for storing any report in a safe and secure environment

Useful Numbers:

- Social Services
- The Clubs after adopting this policy will add the number of their local social services.
- NSPCC Helpline 0808 800 5000
- PSNI CARE Unit 028 90650222 Ask for your local CARE Unit
- Childline Freephone 0800 1111
- Coaching NI 028 90 686940