

South Hants Lawn Tennis Club

Serious Incident Form

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This form is to be used by anyone who wishes to notify South Hants Lawn Tennis Club that a serious incident has occurred and to ensure that the appropriate action is taken

1. This is to inform you of the following serious incident. (Please tick box as appropriate)

<ul style="list-style-type: none">An occurrence where someone has been put at risk for example threatening behaviour, or is at risk of harm from others	
<ul style="list-style-type: none">The emergency services are called to South Hants Lawn Tennis Club	
<ul style="list-style-type: none">Any incident or allegation of abuse, rape, DV, bullying, sexual exploitation to any young person or child	
<ul style="list-style-type: none">Threats/ thoughts of suicide, self-harm or a possible OD	
<ul style="list-style-type: none">Any incidents of dealing or discussing arrangements to procure illegal substances	
<ul style="list-style-type: none">Any incident or suspected incidence of neglect to young person or child	
<ul style="list-style-type: none">Other please state:	

2. Name of people present when you were made aware of the incident.

Name:	Role:

3. Nature of Incident

Date:	Time:
Details of Location:	
Description of Incident:	
Who has been informed (please highlight and record their name/ badge) (Police/ Ambulance/ Doctor/ Family/ Carer/ Teacher/ Social Care/ Nurse/ other (please specify).	
Name/Badge number:	

Is the person concerned aware that the information has been shared: Yes/No?

Has the person concerned given consent to the information being shared: Yes/No?

Action taken and reasons for decisions made and by whom:

In event of an allegation or incident of abuse, have Social Care / Police, been informed or a referral been made?

YES/ NO
(Please attach a copy of the referral)

If **NO** why not?

Your Name	Signature
	Date completed

Date form is passed on to the Chair of South Hants Committee.	
Date form is received by Chair of South Hants Committee	
Date form is received by Welfare Officer of South Hants Committee	

Chair of South Hants Committee: Ann Cobb	Signature:	Date:
Welfare Officer of South Hants Committee: John Cooke	Signature:	Date:

Please tick if you have added additional pages.		Please tick here if you have added additional information on a later date.	
How many.....		Date.....	

Any incidents of dealing or discussing arrangements to procure illegal substances should be challenged & recorded on this form. The Misuse of Drugs Act 1971 states it is illegal to allow premises to be used for consumption and / or supply of controlled drugs.