



## Incident/Concern Log

Person reporting concern	_____
Position (eg parent, coach, swimmer)	_____
Person to whom concern was raised	_____
Position (eg parent, coach, swimmer)	_____
Date reported	_____
Time of report	_____
Location when reported	_____
Nature of concern (include dates/time location)	_____ _____ _____ _____ _____
Advice given at the time of reporting	_____ _____ _____ _____
Any other comments	_____ _____ _____ _____
Any further action to be taken	_____ _____ _____ _____
Signed	_____
Date	_____

This form must be completed and then submitted to the club welfare officer within 7 days of the concern being raised