



INCIDENT FORM

Please use this form to report an incident that has occurred in the bowls hall that has made you feel uncomfortable and/or threatened in any way, or if you have witnessed an incident that didn't involve you directly

Once the form has been completed please seal it in an envelope and leave it in the secretary's pigeon hole. Alternatively you can email the secretary with the information secretary-lifecentrebowls@outlook.com

If it is felt the matter is urgent and requires immediate attention please pass the form to one of the ladies in the cafe and they will contact the secretary straight away on your behalf. Alternatively, if there is a member of the committee in the bowls hall, please report it to them.

This form is not for Safeguarding issues. For these issues please contact either

Rod Newman	safeguarding-lifecentrebowls@outlook.com or
Karen Pope	safeguardingasst-lifecentrebowls@outlook.com

Please turn over to complete the form.

Your name:

Today's date:

Your contact details:

email address:

preferred telephone number:

Date and Time of incident:

Person(s) involved: *please give full names.*

Names of any witnesses:

Details of the incident: *What took place? Please include behaviour and language used, if relevant.*

Thank you very much for taking the time and trouble to complete this form, the secretary will contact you at the first opportunity following receipt of the form.

Date and time form received:

Date and time contact made: