

APPENDIX H
SUSSEX GOLF INCIDENT REPORT
FORM GUIDANCE

Guidance

Please ensure that confidentiality is maintained as far as possible. Only discuss your concerns on a need to know basis, and do not disclose the identity of those involved unless absolutely necessary.

The first report that a child may make that he or she has been the victim of a non accidental injury or assault may be the only occasion in whatever follows that the child repeats the allegation.

Because of this it is crucial that whatever he or she states or alleges is recorded accurately. There should however be no attempt by the adult receiving the complaint to assume the role of an investigator. Therefore ensure you keep an open mind and stay calm.

Reassure the child that they have done the right thing in telling you and find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others, and whom those others will be. Do not make any promises to the child that you will not be able to keep (i.e keeping the information secret).

In communicating with a child only open and not closed questions should be used. For example an open question maybe, "If you can, please tell me what happened to you?" But not "Was it Fred Smith who hurt you?"

The nature of the game of golf is such that it is acknowledged the Incident Report Form may not be the first piece of paper that details of an incident is written on. However it is essential that the original note or paper that is used should be retained for later giving to The Police.

All allegations of a non accidental injury or assault on a child, even before being reported to The Police, Social Services or Medical Authorities are time crucial. There should be no delay in reporting to the Authorities an injury or assault or general concerns as to a child's welfare especially if the allegations that a child makes need criminal and forensic investigation. This sort of investigation maybe defeated by any unnecessary delay, with further consequences of a suspected offender escaping successful prosecution and conviction, possibly leaving him or her free to have unrestricted access to children in the future.

The Police, Social Services or Medical Authorities should be the main arbiters of what action should be taken in the event of a non accidental injury to a child or any concerns for a child's welfare.

If a child makes an allegation against an adult or another child, then as far as possible it should be ensured that the other child or adult should not have any access to or be left alone with that child, at any future stage.