

**DEREE COLLEGE ATHLETIC CLUB**



**CHILD PROTECTION POLICY**

**INCIDENT REPORT FORM  
FOR THE VIOLATION OF THE CHILD PROTECTION POLICY**

**Name:**

**Position:**

**Date:**

**To:**

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**Brief description of incident:**

**Date and Time:**

*You are kindly requested to state the date and time when the incident took place or when you became aware of the incident in violation of the Child Protection Policy.*

**Location:**

*You are kindly requested to state the location with accuracy, on and off campus, where the incident took place or where you became aware of the incident.*

**Name of student implicated in the incident or other minor or person in need of protection, provided you know it.**

*In the case that more students are implicated, please specify in what way they are implicated.*

**Detailed description of the incident and justification of the alleged violation of the Child Protection Policy:**

*Indicatively, the alleged violation of the Child Protection Policy and the concern of the person who submits the Incident Report Form can be based on events he/she became aware of on his/her own, on events that were transferred to him by a third person, on events that the students themselves reported or adults who reported the incident within the framework of having a relationship of trust with the children, or on adult conduct that the reporter perceived and constitutes violation of this Policy.*

*You are kindly requested to report the events firstly, distinguishing them from personal interpretation and comments.*

*The description of the event should clearly state if the person who is submitting the Form is a witness of the events himself/herself or if he/she is the receptor of the testimony from the child that is implicated, the adult person of trust or third person.*

*Particular attention should be paid to the accuracy of the transfer of the phrasing of possible witness statements, especially if they come from the implicated children.*

**Other actions:**

*You are kindly requested to submit any possible action that you have taken in the period that elapsed between the date and time that the incident which was in violation of this Policy took place or you became aware of it, and the reporting date and time. (For example: possible notification of the Administration using other means, e.g. by phone, referral of implicated persons to the supportive services of the school, communication with the family environment or third parties or reporting to the authorities).*

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**Signature of the person who submits the report:**

**Date:**

**Signature of the person who receives the report:**

**Date:**