**Template 17**

**The Safeguarding Reporting Form**

If you suspect that a member may be being abused, whether physically or emotionally, it is not your responsibility to take control of the situation or to decide whether the abuse is actually taking place. However, you do have a responsibility to inform the appropriate people about your concerns so that they may make enquires and take any action necessary for the well-being of the young person.

However small your concern, you should share it with the Club Safeguarding Officer who will take responsibility for referring it to the County Safeguarding Officer/ NGB Safeguarding Officer or other agencies.

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.

Name of Club/County: Date: …………………………….

**Section 1 – Person completing this form**

Name:

Position in Club/County:

Address (optional):

Contact telephone number(s): E-mail:

**Section 2 – Details of person concerned (alleged victim)**

Name: ……………………………………………………………….

Is this person U18 years of age? If so, state age now ……… DOB: (if known) ………………

Parents/Carers:

Have they been informed/aware of the situation Yes/No: ………………………………………

Address:

Contact telephone number(s): E-mail:

**Section 3 – Details of Alleged perpetrator against whom the allegation is made**

Name:

Position in the Club/County:

Address:

Contact telephone number(s): E-mail:

**Section 4 – The incident/concern**

Date of incident: Time

Place of incident:

Did anyone observe the incident/concern: Yes/No  
Give details of the person(s) present

Name:

Position in Organisation:

Contact telephone number(s): E-mail:

If you have further names, please complete on a separate sheet of paper

**Nature of Concern,** please tick

Bullying and cyberbullying; Child sexual exploitation……….. Child trafficking ……..

Cyber Bullying Discrimination …………………... Domestic abuse …….

Emotional or Psychological Female genital mutilation ……… Financial …………….

Forced Marriage Grooming………………………… Hate Crime …………

Modern Slavery Neglect …………………………... Non-recent abuse….

Online abuse Organisational …………………… Physical abuse ……..

Radicalisation Self-neglect ……………………… Sexual abuse ………

Other ………………………………………………………………………………………………….

What was observed including details of any verbal abusive language, injuries sustained and treatment received. Continue on separate sheet if necessary.

Record of Conversations using the TED technique, such as **T**ell me what happened, **E**xplain to me what happened, or **D**escribe to me what happened? Continue on separate sheet if necessary

**Section 5 – Action taken**

You may wish to discuss your concerns with someone outside of the organisation to gain reassurance. The NSPCC Helpline can help with this and is confidential.

**NSPCC informed -** Helpline**:** 0808 800 5000 Yes/No

**Police informed:** Yes/No

If yes, give name of the police officer:

Phone/e-mail contact details:

**Was Medical assistance required**: Yes/No

If yes, give details:

**Parent/Carer informed** Yes/No

**Social Services informed**: Yes/No

If yes name of social worker:

Phone/e-mail contact details:

**NGB Safeguarding Officer informed**: Yes/No

If yes, give name of the safeguarding officer:

Phone/e-mail contact details:

Signed: ………..…………………Date: …………………………………..

Please send a copy to the NGB Safeguarding Officer

**Section 6 – NGB to complete**

NGB Incident Number …………………………………………………………...……………………

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| **Ethnic Group** |
| Please choose the category that best describes the alleged victim’s ethnic group from the following list and tick the appropriate box:  White  A1 British □ A2 Irish □  A3 Any other white background □ ……………………………………………………  Mixed  B1 White & Black Caribbean □ B2 White & Black African □  B3 White & Asian □ B4 Any other mixed background □  Asian  C1 Indian □ C2 Pakistani □  C3 Bangladeshi □ C4 Any other Asian background □  Black or Black British  D1 Caribbean □ D2 African □  D3 Any other Black background □  Chinese or Other Ethnic Background  E1 Chinese □ E2 Any other (please write in): …………………. |
| **Disability** |
| The Equality Act 2010 defines a disabled person as anyone with a “physical or mental impairment that has a “substantial” and “long term” negative effect upon their ability to carry out normal daily activities.”  Please choose any impairments that the alleged victims may have by ticking the appropriate box.   |  |  | | --- | --- | | Vision (due to blindness or partial sight) |  | | Mobility (difficulty walking short distances, climbing stairs etc) |  | | Hearing (due to deafness or partial hearing) |  | | Learning or concentrating or remembering |  | | Mental Health |  | | Stamina or breathing difficulty |  | | Social or behavioural issues (such as Autism or Asperger’s’ Syndrome) |  | | Difficulty speaking or making yourself understood |  | | Other please state |  | |  |  | |