

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.

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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

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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:.....

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Signed: Date:

Please send a copy to the NGB Safeguarding Officer

Section 6 – NGB to complete

NGB Incident Number

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