

# Luton Town Hockey Club

## Club Policy Document

# SAFEGUARDING REFERRAL FORM

Guidelines for dealing with  
accident, incident and injuries





Information contained on this form will form part of England Hockey’s investigation into the alleged incident. As the person completing the form, please notify each individual whose details you include on this form that their information may be shared with a number of organisations and individuals relevant to the investigation.

Your club/organisation name	Luton Town Hockey Club		
Your Details			
First Name		Surname	
Position in club/organisation			
Home Address			
Daytime contact number		Evening contact number	
Email address			

Concern
Please give a brief description of the concern (include dates, times, venue etc.)
Have you spoken to the young person(s)? Please provide details
What is the relationship between the young person and the accused?



Concern	
Have you spoken to the parent/carer of the young person(s) involved?	
Action taken so far:	

Details of young person			
First Name		Surname	
Male/Female			
Parent/legal guardian name		Parent/legal guardian contact number	
Home Addresss			

Details of accused/adult			
First Name		Surname	
Date of Birth			
Position in sport		Contact number	
Home Addresss			



Details of external agencies contact so far				
Organisation	Y/N	Name & Number	Date & Time	Details of advice received
England Hockey				
Police				
Children's Social Care				
Other (e/g/ NSPCC)				

Signed:.....

Print Name:.....

Date.....

**REMEMBER TO MAINTAIN CONFIDENTIALITY ON A NEED TO KNOW BASIS. ONLY DISCLOSE INFORMATION IF IT WILL PROTECT THE CHILD. DO NOT DISCUSS THIS INCIDENT WITH ANYONE OTHER THAN THOSE WHO NEED TO KNOW.**

**THIS FORM SHOULD BE RETURNED TO:**  
(Please mark your envelope CONFIDENTIAL), Ethics and Compliance Manager,  
England Hockey,  
Bisham Abbey National Sports Centre, Marlow,  
Buckinghamshire, SL7 1RR

or emailed to: [safeguarding@englandhockey.co.uk](mailto:safeguarding@englandhockey.co.uk)  
Also emailed to: [welfare@lutontownhc.com](mailto:welfare@lutontownhc.com)