



SAFEGUARDING REFERRAL FORM

Please use this form if you have a safeguarding concern to report to the Club Safeguarding Officer.

Do not delay in reporting, fill in as much information as you can and send in. Additional information can follow on.

Details of person completing this form:

Name:	
Address:	
Contact Number:	
Email:	
Club (if applicable):	
Role:	

Name of club/venue/organisation/activity you are concerned about:

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Details of the person you are concerned about:

It may relate to a child whose welfare you are worried about or an adult whose behaviour concerns you. Please specify which and include as much personal information as you can. If you are concerned about a child please include their name, address, date of birth, club details, school, contact details. If you are concerned about an adult, please also specify their role. If your concern relates to more than one person, please be specific about who they are.

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Does the person have any specific needs such as any disabilities, mental health issues or additional vulnerabilities?

Please do not give your opinion but provide this information based on factual evidence.

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Details of parent/carer (if known/applicable):

Name:	
Address:	
Contact Number:	
Email:	

Time/location of concern:	
When did this incident take place?	
Where did this concern take place?	

Details of concern:

Circumstances: Please include ALL information known to you.

Points to cover:

1. What has happened?
2. Where did it happen?
3. When did it happen?
4. Who is involved, and who did what?
5. Why did it happen?

Try to report in a chronological order. If your information has come to you from a number of individuals, please be clear about who said what. Detail any previous concerns about the person you are referring to. Included any verbatim comments and the demeanour of the person if possible.

Injuries:

Describe the nature of injury, any treatment obtained and by whom.

Witnesses:

Full details of all witnesses to be recorded (name, address, contact details, role, club). Have they been spoken to? What did they witness?

Action taken:

Outline what action has already been taken and by whom.

Person against whom allegation has been made:

If the allegation is against a member of staff or volunteer, that person should not be informed of the concern until advice has been sought.

Name:
Date of birth:
Role:
Address:

Contact Number:
Email:
Relationship to child/adult at risk:
Have they been spoken to? Yes/No
Account given:

Action taken:

Include things such as:

Did you call Police or Social Services?

Who have you have spoken to about this matter? Who has been notified (Name and contact details?)

When were they notified?

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