

Risbygate Sports Club Reporting a Concern Form

For recording concerns about a child or vulnerable adult that involve physical/sexual/emotional/financial abuse, bullying, neglect or discrimination. **If someone is in immediate danger, call the police on 999.**

Please complete the form (electronically or print and use black ink) within 24 hours and send to the Club Safeguarding Officer within 48 hours of the concern.

Date concern raised:		Today's date:	
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Section 1) Details of those involved in concern

Your details		
Name		Role at Risbygate (if applicable)
Contact details	Address	Telephone number(s)
Person you are concerned about		
Name		Role at Risbygate (if applicable)
Contact details	Address	Telephone number(s)
		Date of Birth/Age
Alleged Perpetrator (if relevant)		
Name		Role at Risbygate (if applicable)
Contact details	Address	Telephone number(s)
		Date of Birth/Age

Section 2) Details of the parent/carer of the person you are concerned about (if relevant)

Name(s)	
Contact details (including address)	
Have they been informed of the concern? <i>(please circle)</i> <i>The parent/carer should not be informed if doing so would put the child/adult at risk of harm</i>	Yes No
	If they have not been informed of the concern, please give your reason why:

Section 3) Details of the concern

What happened? <i>Please include:</i> <ul style="list-style-type: none">• <i>When</i>• <i>Where</i>• <i>Who told you about the concern</i>• <i>Who was involved</i>• <i>Any visible injuries?</i>	
Additional comments Is there any other information which you think is relevant to the concern?	
Is the Club Safeguarding Officer aware of the concern? <i>(please circle)</i> YES NO	

Section 4) Actions taken

Who has been informed about the concern? <i>(e.g. Police / Social Services / LTA / EIBA)</i>	Name	Role	Contact details	Date informed
What did they say/do?				
What else has been done about the concern (if anything)?				

Thank you for completing this form. Please return it to the Club Safeguarding Officer:

Helen Stacy
Harram Hill House, Horringer, IP29 4AD
01284 735175 / 07500 631369
helenstacy54b@gmail.com