

## 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.

<b>Date concern raised:</b>		<b>Today's date:</b>	
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### Section 1) Details of those involved in concern

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

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

<b>Name(s)</b>	
<b>Contact details (including address)</b>	
<b>Have they been informed of the concern?</b> <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

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

### 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
<b>What did they say/do?</b>				
<b>What else has been done about the concern (if anything)?</b>				

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  
[safeguarding@risbygatesportsclub.co.uk](mailto:safeguarding@risbygatesportsclub.co.uk)