

Reporting a Safeguarding Concern Form



If you work or volunteer with children, young people or adults at risk there may be a time when someone reports something to you that you are concerned about. Use the following form alongside the 'what to do when a concern or allegation is reported to you guidance' and share as appropriate.

More advice is available www.bhs.org.uk/safeguardingchildren

Complete the form with as much detail as possible, if you do not have information for every section do not worry.

Name of person who received concern:	Centre/Club/Coach Details (including address if known):
Case reference number:	Date concern was reported:
Name of the person the concern is about:	Age/Date of birth:
What is the concern? (include details of the person whose behaviour has raised concerns)	
When and where did this concern/incident occur?	
Do you have any other comments?	
Next Action	
Other contact information required e.g. police	
Have you reported this concern to your governing body? Yes/No (please circle)	

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Please indicate your reason to share/not share:

Who else needs to have this information:

Reasons for sharing the information:

Notes:

Your name:

Role:

Address:

Email address:

Phone No:

Signed:

Date: