

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 http://www.bhs.org.uk/our-charity/about-us-and-our-work/working-with-the-law/safeguarding-children

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

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| Name of person who received concern:  Click here to enter text. | Centre/Club/Coach Details (including address if known):  Click here to enter text. | |
| Case reference number:  Click here to enter text. | **Date concern was reported:**  Click here to enter text. | |
| Name of the person the concern is about:  Click here to enter text. | **Age/Date of birth:**  Click here to enter text. | |
| What is the concern? (include details of the person whose behaviour has raised concerns)  Click here to enter text. | | |
| When and where did this concern/incident occur?  Click here to enter text. | | |
| Do you have any other comments?  Click here to enter text. | | |
| Next Action  Click here to enter text. | | |
| Other contact information required e.g. police | Click here to enter text. | |
| Have you reported this concern to your governing body? Yes/No Click here to enter text.  If not why not:  Click here to enter text. | | |
| Who else needs to have this information:  Click here to enter text. | **Reasons for sharing the information:**  Click here to enter text. | |
| Notes:  Click here to enter text. | | |
| Your name:  Click here to enter text. | | **Role:**  Click here to enter text. |
| Address:  Click here to enter text. | | **Email address:** Click here to enter text.  **Phone No:** Click here to enter text. |
| Signed:Click here to enter text. | | **Date:** Click here to enter text. |

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