

Insert  
Club Name  
and/or  
Logo

## Example Form for Reporting Concerns About a Child/Young Person [INSERT CLUB NAME]

### Details of Child/Young Person and Parents/Carers

Name of child/young person .....

Age.....

Date of birth.....

Gender M/F

Ethnicity.....

Language.....

Additional needs.....

Name(s) of parent(s)/carer(s).....

Child/young person's home address .....

.....Post Code.....

Address(es) of parent(s)/carer(s) if different from child/young person's .....

.....Post Code.....

### Details of person making report

Name.....

Position.....

Date and time of incident (if applicable).....

**Report**

Are you reporting your own concerns?

Yes/No

Are you responding to concerns raised by someone else?

Or has the child/young person made a disclosure?

*If it is a disclosure, you need to be clear about confidentiality in a safeguarding situation and be able to let the child/young person know that you will need to tell someone else about what has happened.*

If someone else, please give their name and position in/links to the club/the child/young person:

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What is said to have happened or what is seen to have happened?

.....

.....

When (date, time) and where did it occur?

.....

.....

Who else was there?

.....

What was said or done by those involved?

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.....

Is there any evidence, e.g. bruises, bleeding, changed behaviour?

.....

Who has been told about it?

.....

Who was concerned/involved?

.....  
Was the child/young person able to say what happened?

Yes/No

If 'yes', record their comments here. *It is important only to record comments and not ask too many questions as, if it goes to court, these could be seen as 'leading' and found to be inadmissible.*

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Have the parents/carers been advised and by whom? (See note on the final page)

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Are you aware of any previous incidents or concerns relating to this child/young person and/or of any current risk management plan/support plan? If so, please provide details:

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.....  
Discussed with club leader/organiser/manager

Yes/No

Date.....

.....

.....

## Summary of discussion

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.....

Signature.....Date.....

**To be completed by club leader/organiser/manager or named person for child protection**

## If 'Yes'

Have the statutory child protection authorities been informed? Yes/No

Name of contact.....

Phone number.....Date/time.....

Have the police been informed? Yes/No

Name of contact.....

Phone number.....Date/time.....

What has happened since referring to statutory agencies? (Include the date and nature of feedback from referral, outcome and relevant dates.)

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**If 'No'**

If no child protection concerns remain, give details of any further steps taken to provide support to the child/young person/family/carers and note other agencies involved.

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Follow up notes completed by:

Name.....

Position.....

Signature.....Date.....

**Please note:**

***Concerns should be discussed with the family/carers unless:***

- The view is that a family member/carer might be responsible for abusing the child/young person
- Someone may be put in danger by the parents/carers being informed
- Informing the family/carers might interfere with a criminal investigation.

If any of these circumstances apply, consult with the local authority children's social care department to decide whether or not discussions with the family/carers should take place.