

CA CHILD SAFEGUARDING POLICY

TEMPLATE T4 CHILD SAFEGUARDING REPORT FORM

When completed, this form must be treated as highly confidential and may only be shared in line with the CA's Safeguarding Policy.

Name of person reporting incident / concern	
Contact details	Tel Email
Role	
Club	
Please briefly state details of the incident / your concerns	
Names of those involved	
Date of incident	
Place of incident	
Details of situation giving rise to concerns (including date, time, location, nature of concern, who, what, where, when, why):	
Details of any injuries: location of injury and action taken.	

Child's views on situation (if expressed). Where possible, please use the child's own words.	
Details of any witnesses/other people involved (including names, addresses and telephone contacts):	
Details of action taken:	
Do you need further support?	
Checklist that proper reporting has taken place duly documented and confirmed by those involved	Being discussed with parents, LSO or SO Is club Chair aware External agency? Etc
Any specific requirements (disability, English as a second language etc.):	
Signed	
Date	
<p>Further action taken: This must be completed by those subsequently involved in responding to the incident or concern.</p> <p>Date reported to LSO Name of LSO Date reported to CA SO Name of CA SO Date reported to CA Exec Closing summary</p>	