

## HWLTC Reporting a Concern Form

For recording concerns about a child or 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 return to the Club Welfare Officer within 48 hours of the concern (See the Club Safeguarding Policy for current contact details).

|                             |  |                      |  |
|-----------------------------|--|----------------------|--|
| <b>Date concern raised:</b> |  | <b>Today's date:</b> |  |
|-----------------------------|--|----------------------|--|

### Section 1) Details of those involved in concern

|  | Your details | Welfare Officer / Referee (if different) |
|--|--------------|--|
| <b>Name</b>                                |              |  |
| <b>Name of venue based at</b>              |              |  |
| <b>Role at venue (if applicable)</b>       |              |  |
| <b>Contact details (including address)</b> |              |  |

|                                      | Person you are concerned about | Alleged perpetrator |
|--------------------------------------|--------------------------------|---------------------|
| <b>Name</b>                          |                                |                     |
| <b>Date of birth (if known)</b>      |                                |                     |
| <b>Name of venue based at</b>        |                                |                     |
| <b>Role at venue (if applicable)</b> |                                |                     |

|  |  |  |
|--|--|--|
| <b>Contact details (including address)</b> |  |  |
|--|--|--|

|   |    |
|---|----|
| <b>Is the Welfare Officer/Referee aware of the concern? (please delete)</b> |    |
| Yes   | No |

**Section 2) 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>  |  |
|  |  |

**Section 3) Details of the parent or 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? (please delete)</b>                                       | Yes                      No   |
| <i>The parent/carer should not be informed if doing so would put the child/adult at risk of harm</i> | If they have not been informed of the concern, please give your reason why: |

**Section 4) Actions taken**

|   |                              |                        |                      |
|---|------------------------------|------------------------|----------------------|
| <b>Who has been informed about the concern? (e.g. Children's Services, Police, LTA, etc.)</b> |                              |                        |                      |
| <b>Name</b>   | <b>Organisation and role</b> | <b>Contact details</b> | <b>Date informed</b> |
|   |                              |                        |                      |
|   |                              |                        |                      |
|   |                              |                        |                      |

|                              |  |
|------------------------------|--|
| <b>What did they say/do?</b> |  |
|------------------------------|--|

|   |  |
|---|--|
| <b>What else has been done about the concern (if anything)?</b> |  |
|---|--|