

# 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](http://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.

<b>Name of person who received concern:</b>		<b>Centre/Club/Coach Details (including address if known):</b>	
<b>Case reference number:</b>		<b>Date concern was reported:</b>	
<b>Name of the person the concern is about:</b>		<b>Age/Date of birth:</b>	
<b>What is the concern? (include details of the person whose behaviour has raised concerns)</b>			
<b>When and where did this concern/incident occur?</b>			
<b>Do you have any other comments?</b>			
<b>Next Action</b>			

<b>Other contact information required e.g. police</b>	
<b>Have you reported this concern to your governing body? Yes/No (please circle)</b>  <b>Please indicate your reason to share/not share:</b>	
<b>Who else needs to have this information:</b>	<b>Reasons for sharing the information:</b>
<b>Notes:</b>	
<b>Your name:</b>	<b>Role:</b>
<b>Address:</b>	<b>Email address:</b>  <b>Phone No:</b>
<b>Signed:</b>	<b>Date:</b>