## Safeguarding Concern Form

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| --- | --- | --- | --- |
| Details of Child Concerned | | | |
| Name |  | | |
| Address |  | | |
| Gender |  | | |
| Date of Birth |  | | |
| Phone number |  | | |
| Details of Parent / Guardian | | | |
| Name |  | | |
| Address |  | | |
| Phone number |  | | |
| Has parent / guardian been informed? | | |  |
| Details of concern | | | |
| Name of person raising concern | |  | |
| Nature of allegations: what you are told, use the exact words if you can, or observations | | | |
|  | | | |
| Description of any visible bruising or other injuries | | | |
|  | | | |
| Names of witnesses | |  | |
|  | | | |
| What they witnessed – times, dates and other relevant information | | | |
|  | | | |
| Details of person alleged | | | |
| Name |  | | |
| Address |  | | |
| Date of Birth |  | | |
| Phone number |  | | |
| Details of person reporting concern | | | |
| Name |  | | |
| Signature |  | | |
| Date / time |  | | |

### Notes to completing the form

Anyone responding to a disclosure, suspicion or allegation must:

1. Stay calm – so as not to frighten the child. Do not show disgust or disbelief.
2. Ensure the child is safe and feels safe.
3. Reassure the child they are not to blame, and it is right to.
4. Be honest, do not say you can keep a secret, but say you may need to tell someone else for them to be helped.
5. Listen carefully, showing they are being taken seriously.
6. Keep questions to a minimum, only if necessary to clarify what is being said. Avoid asking leading questions. The law is very strict and child abuse cases have been dismissed where it is felt that the child has been led or words and ideas have been suggested during questioning.
7. Keep an open mind, do not make assumptions or judgments.
8. If the child needs urgent medical help – call an ambulance. Inform doctors of the concern and ensure they are aware it is a Child Protection issue.
9. If you are concerned for the immediate safety of the child, call the Police, 999.

**NEVER**:

* approach any alleged abuser to discuss the concern.
* make promises to the child you cannot keep.
* rush into actions that may be inappropriate.

Information should be shared on a strictly need to know basis and other than to protect a child, should remain confidential. If you receive any media enquiries refer these straight on to SE CEO or Safeguarding Lead.

* Only tell people who “need to know” to safeguard the child. This will not usually include any other staff at the club. You may feel happier sharing the information with another CWO if there is one at your club.
* Ensure anyone you share the information with understands the need for confidentiality.
* If the parents are not implicated, let them know your concerns, unless it would put the child at further risk to do so.
* **ALWAYS** – let the Safeguarding Lead at SE know. He/she may need to take further steps to ensure children at other clubs or facilities are safe, or may need to report it to Statutory Services.
* If you become aware that someone may not be suitable to work or be around children – e.g. you read something in the paper, or hear something about someone, and this person is involved within snowsport in any capacity including parent, participant, competitor, coach, committee member, official etc. **ALWAYS** report it to the Safeguarding Lead of SE – don’t assume someone else has.