



**APPENDIX D**  
**Safeguarding Concern & Incident Reporting Form**

Your name:

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Your position (e.g. parent, coach, volunteer):

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Your contact details (e.g. telephone, email address):

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**If the concern or allegation relates to behaviour/actions towards a Child, Young Person or Ault at Risk please complete the following details:**

Your knowledge of and relationship to the Child, Young Person or Ault at Risk:

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Name of Child or Young Person:

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Address if known:

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Date of birth of Child or Young Person:

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**If the concern or allegation relates to the behaviour/actions of a Coach/Official/Volunteer/Other (please delete) please complete the following details:**

Your knowledge of and relationship to the **Coach/Official/Volunteer/Other (please delete)**:

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Name of **Coach/Official/Volunteer/Other (please delete)**:

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Address if known:

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Date(s), time(s) and location(s) of the incident(s):

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Nature of the concern or allegation:

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Observations made by you or to you (e.g. description of visible bruising, other injuries, child's or young person's emotional state, behaviour/actions towards a Child or Young Person etc):

*Note: Make a clear distinction between what is fact, opinion or hearsay)*

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Exactly what the Child or Young Person said and what you said (Remember, do not lead the Child or Young Person – record actual details. Continue on separate sheet if necessary).

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**Actions taken so far:**

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**External agencies contacted (date/ time and contact):**

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**Police:** YES/NO If Yes, where:

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Name and contact number:

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Details of advice received:

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**Social Services:** YES/NO If Yes, where:

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Name and contact number:

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Details of advice received:

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**England Squash:** YES/NO If Yes, where:

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Name and contact number:

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Details of advice received:

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**Local Authority:** YES/NO If Yes, where:

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Name and contact number:

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Details of advice received:

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**Other** (e.g. NSPCC, childline) Which:

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Name and contact number:

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Details of advice given:

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Print Name:

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_

If the incident has been reported to Lincolnshire County Council Childrens Safeguarding a copy of this form must be sent to them within 24 hours of the telephone report, in Consultation with the Club's Designated Safeguarding Officer.