



## Child Safeguarding Report Form

To be completed as fully as possible if you have concerns regarding an child.

If it is safe to do so, it is important to inform the child (at risk) about your concerns and that you have a duty to pass the information onto the Club Welfare Officer/UKA Safeguarding Team.

Complete as much of the form as you can with the information available.

### Section 1 – Details of Person reporting the Concern

Name	
Club	
Position / role	
Contact telephone number	
Mobile Number	
Email Address	

### Section 2 – Child's Details

Name	



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Date of Birth	
Address	
School (if relevant)	
Telephone Number	
Preferred Language	
Any additional details or needs?	
Name of parent/carer	
Parent/carer telephone	

### Section 3 – Details of the person thought to be causing harm (if known)

Name	
Address	
Contact Number	
Date of Birth / Age (if known)	
Relationship / Connection to Child	



Name of Club	
Role in Club	
Do they have contact with other children in another capacity (e.g. in their work / family / as a volunteer)?	

#### **Section 4 – Nature of Harm or Concern**

Please indicate type of concern and include date, time, location, details of harm/concern, who, what, where, when and how.



## Section 5 – Has the Child Been Physically Injured?

Yes	
No	

Do not examine the child – include details of visible or reported injuries, location of injury, and any first aid administered where relevant.

## Section 6 – Child's Views of the Circumstances

If expressed, where possible use their own words. If they have not been made aware that a concern has been raised, explain why not.



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**Section 7 - Initial Actions taken**



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**Section**

**8**

**-**

**Witnesses**

Name	
Address	
Telephone Number	
Email Address	
Name	
Address	
Telephone Number	
Email Address	
Name	
Address	
Telephone Number	
Email Address	

**Section 9 - Other People / Agencies Contacted**

Name of Agency and Contact individual	
Date	
Time	
Contact Details	

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Advice received	

Name of Agency and Contact individual	
Date	
Time	
Contact Details	
Advice received	

### Section 10 – Have the Parents or Carers been informed

Yes	
No	

Please explain your decision:



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### **Section 11 – Submit the form**

Send this form to your Club Welfare Officer and/or to the UKA Safeguarding Team -

[safeguarding@uka.org.uk](mailto:safeguarding@uka.org.uk)

**Created November 2022**