

The Brentham Club

Safeguarding 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.

Date Concern Raised:		Today's Date:	
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Section 1: Details of those involved in the concern		
	Your Details	Welfare Officer / Referee if different
Name		
Role at Brentham Club		
Contact Details		
	Person you are concerned about	Alleged Perpetrator
Name		
Date of Birth If known		
Role		
Contact Details		
Is the Welfare Officer aware of the concern (please circle)?	Yes	No

Section 2: Details of the concern

What Happened?

Please include:

- *Where*
- *When*
- *Who Reported*
- *Who was involved*
- *Any visible injuries?*

Additional comments:

Is there any additional information that you believe is relevant to your concern?

Section 3: Details of the parent / carer of the person you are concerned about if relevant	
Name	
Contact details	
<p>Have they been informed of the concern (please circle) ?</p> <p><i>The parent/carer should not be informed if doing so would put the child/adult at risk of harm. If they have not been informed of the concern, please give your reason why:</i></p>	<p style="text-align: center;">Yes No</p>

Section 4: Actions Taken			
Who has been informed about the concern? (e.g. Children's services, Police, Sports Body etc.)			
Name	Organisation and role	Contact details	Date informed
What did they say do?			
What else if anything has been done about the concern?			