



## Child Safeguarding – Child Incident or Concern Report Form

**To be completed as fully as possible if you have concerns regarding any child or children.**

When completed, this form must be treated as highly confidential and may only be shared with the Club Welfare/Safeguarding Officer, the National Safeguarding Officer or, in an emergency, with the Police or other statutory agency, in line with Croquet England’s Safeguarding Policy.

Section 1 – Details of the child you have concerns about	
Name of child	
Address	
Date of Birth/ Age	
Contact number	
Emergency contact if known	
Consent to share information with emergency contact?	
Section 2 – Details of the person completing this form/ Your details	
Name	
Contact phone number(s)	
Email address	
Line manager or alternative contact e.g Federation Safeguarding Officer or Club Chairman	
Name of organisation / club	
Your Role in organisation	

Section 3 – Details of concern or incident

Please explain the incident or why you are concerned. Please give details about what you have seen/been told/other that makes you believe the child is at risk of harm or is being abused or neglected (include dates/times/evidence from records/photos etc.)

Date/ Time	What happened

Section 4 - Have you had any conversation with the child? If so, please describe, as far as possible in their words, what they have said.

Section 4A – Reasons for not discussing with the child

E.g. Discussion may put the child or others at risk. Please explain:

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Section 5 – Details of any witnesses including names, addresses and contact details

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Section 6 – Details of the person thought to be causing harm (if known)

Name	
Address	
Date of Birth/Age	
Connection to child or relationship.	
Role in organisation	
Do they have contact with other children in another capacity? E.g. in their work/family/as a volunteer	

Section 7 – Risk to others

Are any other children at risk Yes/No/Not known – delete as appropriate.  
If yes, please fill in another of these forms for each person, completing sections 1-7

Section 8 – What action have you taken, if any?

Actions by club: e.g. person causing harm suspended, session times changed.

Section 9: Other agencies contacted	Who has been contacted/reference number/contact details/advice gained/action being taken
Police	
Ambulance	
Other – please state who and why:	
Section 9: Contact with Club Welfare/Safeguarding Officer or others within the club	
Who else has been informed of this issue? What was the reason for information sharing?	
Consultation with National Safeguarding Officer	Dates and times
Completed Form copied to NSO; Date and time	
Signed:	
Date:	

**NSO USE ONLY**

Section 10 – Sharing the concerns (To be completed by National Safeguarding Officer)

Details of contact with the Local Authority Child Safeguarding Team where the child lives.

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Details of any other agencies contacted:
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Details of the outcome of this concern:
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