



*"The most important element in sport is the people involved...sport relies on putting their safety, well-being and welfare at the centre of what sport does."*

*Baroness Tanni Grey-Thompson, Duty of Care in Sport Report 2017*

RG1 Rhythmic Gymnastics club (referred to as "RG1" in this document) and staff takes great responsibility in ensuring the safety and well-being of every child and all its registered members and participants as well as staff. We are committed to deliver our services by following the club's safeguarding policy.

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## 1. Purpose

Every child has the right to play, be heard and to develop. At RG1 we take seriously the precautionary measures to create a safe environment where the children can enjoy the practice and team up around the sport of Rhythmic Gymnastics. All staff members have been trained according to British Gymnastics (BG) requirements that are compliant with the Child Protection in Sport Unit CPSU standards.

## 2. Legalities

RG1 safeguarding policy respects the legislation and regulations of its governing bodies by following the safeguarding Acts in the UK

- The Children Act 1989 and 2004
- The Protection of Freedoms Act 2012
- Safeguarding Vulnerable Groups Act 2006
- Data Protection Act 2018

## 3. Definitions

*Safeguarding*: measures to protect the health, well-being and human rights of individuals, which allow people - especially children, young people and vulnerable adults - to live free from abuse, harm and neglect.

*Child*: a person who is aged under 18 years.

*Gymnast/Member/Participant*: Any minor registered to regularly attend the classes and/or other possible activities and services provided by RG1 such as trial class or intensive courses and camps.

*Welfare Officer*: a designated point of contact for issues relating to the wellbeing of the members, with the aim of fostering positive experiences and relationships within the club.

## 4. Roles and Responsibilities

Everyone must be alert to the signs and triggers of abuse and neglect. The staff as well as the members of RG1 themselves are obliged to take reasonable care for their own health and safety and of those who may be affected by their actions or neglect.

### *Coach*

- Children comes first approach.
- Promote and prioritise safety and wellbeing of all participants.
- Value, listen and respect children.
- Report any type of abuse or neglect.
- Make sure the space is secure for the duration of practice.

### *Welfare Officer*

- Be available as the point of contact in any Safeguarding matters.
- Take action quickly upon contact and report the case to the correct parties through the officially approved processes.
- Remain up to date on reporting procedures and best practices.
- Ensure club personnel understand what their 'duty of care' towards children means on a day-to-day basis.
- Ensure the club maintains and follows the policies and procedures.
- Ensure serious and repeated incidents of poor practice are reported to the BG Safeguarding Team as appropriate.

### 4.1 Codes of Conduct

The staff works together to create a safe place for children to enjoy sport and strive to leave each participant better than when they were upon arrival. Part of the RG1's mission is to make the children learn as much as possible in the time available. Any action that might disturb the



children's learning process is considered disrespecting the club policy and should be avoided.

#### **4.1.1 Staff**

- Any unnecessary audience, other than for marketing purposes for potential new members, are advised to leave for the duration of the class.
- Any unauthorised spectators on the premises will be reported to the authorities of the location.
- Any filming/picture taking, other than for the club's marketing purposes with the consent of a parent/legal guardian, is unauthorised.
- Conform to the BG recommended class size of 16 gymnasts per coach to ensure required attentiveness to prevent potential hazards.
- Clear the space from any unnecessary, potentially harmful equipment or items that might cause accidents.
- Make sure the children and parents consent to the code of conduct (e.g. insurance, gear) and sign before attending the classes.
- Prevent any unsupervised activity among the children.
- Give adequate instructions and ensure a response from the students that the instructions have been understood.
- Sufficient breaks for drinking water to ensure staying hydrated.
- Reporting any concerns to the Welfare Officer who is trained to deal with them discretely and according to governing body best practices.
- The coaching may include instructive correction of the movement or posture by touching the gymnast with the sole purpose of their safety, for them to be able to perform the exercise correctly and in a non-harmful way for themselves or other participants.
- The coaching may also include touching only in order to support a gymnast with the movements e.g. acrobatics where their physics do not yet allow to perform the movement safely on their own.
- To remove the child quickly from harm and danger touching may be necessary to prevent and minimise damage (e.g. pull away due to imprecise trajectory of an apparatus).
- Ballistic Stretching is to be given by coaching level 3 or above. Any other than self-directed method of Ballistic stretching is not recognised by the British Gymnastics
- Coach may use mobile phone/camera in the training to help assessing the gymnast's technique together with them. This recording is used only to enhance the quality of the performance by showing the gymnast where the technique can be improved.
- Make sure that the child leaves with the correct adult.
- There will be no weighing of the gymnasts. If a gymnast considers themselves over- or underweight parents are the primary responsible for helping the gymnasts to reach their ideal weight, whatever weight the gymnast personally considers their ideal weight to be. If the gymnast asks for help with weight control the club can contribute towards reaching that goal with constructive feedback but only when asked and in a supporting manner.
- Coach will do their best to give equal attention to every attending gymnast. The level of attention may somewhat vary from class to another if aiming at getting a point across to a gymnast how they can gain a certain skill.

#### **4.1.2 Parents**

Parents and carers play a vital role in encouraging, enabling, and supporting children's safe participation at every level.



- **Under no circumstances is a parent of a child allowed to take the role of a coach**, especially to assist a child (whether their own or somebody else's) in any way, regardless of them possibly being a coach themselves. They are not insured by the club to carry out any activities in relation to the coaching role. Rhythmic gymnastics is a high-risk sport that requires proper knowledge. The parent may not be aware of the condition another child has and are therefore to refrain from undertaking any supporting role during the class. When noticed this will be stopped immediately.
- Complying to British Gymnastics policy, **do not carry out any assisted stretching or stretching with weights to your child or another member of the club outside the classes even if the gymnasts themselves ask to do so.**
- RG1 does not take responsibility of any material recorded by a parent of another person's child. Therefore, all recording, except at the club special events (without disturbing the performance) is forbidden. A separate policy will be given for such events.
- After the class, the parent/legal guardian may take pictures and/or record video of their own child while making sure not to include any other children, unless with a clear consent from the child's, who is not theirs, parent/legal guardian.
- Any posting to social media including other children than your own is unauthorised and RG1 cannot be held liable in such cases.
- Inform about any **health conditions** your child may have.
- Give correct **contact details** and update any changes so that the club officials will be able to reach the right person in case of an emergency.
- Do not leave your child to wait on their own before and/or after the classes. The staff members cannot be held liable to wait unreasonable times if the parent fails to collect the child on time (unless in a case of an emergency in the family). Continuous delays will be discussed with the club Welfare Officer.
- Inform in advance if another member of the family or a friend collects the child.
- Do not bring your child to the practice when they are unwell. If the child has visible symptoms that might cause other participants to be affected or cause more injury to themselves, the coach maintains the right to prevent the child from participating that instance among regular classes.
- Parents are required to stay outside of the hall where the class is being held for the duration of the practice (if your child has special needs please let the staff know in advance). Parents are not allowed to comment the performance of their or other children in the class as this might have an unwanted impact on their performance and/or motivation and distract their focus from the technique being taught.
- By registering your child as a member of the RG1 Rhythmic Gymnastics you accept to respect and act according to all the club's policies, codes of conduct, safeguarding principles, rules and regulations.
- All children are required to register as a member of British Gymnastics which will give them an insurance cover.
- Harassments towards the club staff or other gymnasts/their parents will not be tolerated and may lead to suspending the club membership and attendance to classes as of immediate effect without refunding remaining classes.
- The main communication channels of the club are email and Spond app. Mobile, WhatsApp and Facebook messenger are secondary but may be used in a case of emergency if required.
  - o The usual club response time is within 72h. However, this might not be always be met e.g. due to unexpected life circumstances.



- The enquiries will be dealt in the order of priority and then on first in, first served basis.

#### 4.1.2.1 Parental contribution

- Thanks to your input the child is more likely to have chances to try new things, stay in sport, and reach their potential.
- Child will have more fun when they can share it with the parents/legal guardian.
- Children have someone to talk to if they face challenges or disappointments.
- You can help your child to have a safe experience by guiding them to understand the importance of the codes of conduct.
- You are the best person to help us to understand your child better.
- Help to reinforce the lessons and ideas taught in class also at home.
- Raise concerns early and calmly so that we can act on them.
- Further information [Positive parental involvement in sport](#)

#### 4.1.3 Gymnasts

- Ultimately the child should not seek for the coach' approval when carrying out a movement. They will given support in improving their technique but gymnasts, in respect to their age, need to gradually build an understanding towards working for their on progress and benefit not to get a validation from the coach. The gymnasts are entitled someone to mirror what degree they have learnt a skill but coach' recognition should not be the only rewarding element in their training.
- Treat others as you would like to be treated, and do not do anything to others you wouldn't like to be done to yourself.
- Participate in promoting **inclusivity** in all activities. RG1 has zero tolerance for any type of discrimination or bullying among its members.
- Be respectful and kind in your communication (80% is *how* we say it, 20% *what* we say).
- Be tolerant and understanding towards each other's differences (ethnicity, gender, religion).
- Solely carry out any peer assisted activities upon the coach' request, not as initiated by the gymnast themselves or peer.
- Listen and obey the instructions of the coach and other members of the trained staff at all times, to ensure safe environment for the practice and minimise risks.
- The gymnasts may not take possession of any apparatuses and or equipment either provided by the location or RG1 other than under the instructions of a coach.
- The gymnasts are **not allowed to "coach"** or perform any supporting movements/postures for acrobatics on each other.
- When the coach speaks, **listen**. Stop exercising (ball bounce) so everybody can hear.
- Not to practice movements from other gymnastics/sports during the classes. The coaches are not responsible for supporting/overseeing if the gymnasts carry out other types of movements e.g. tumbling/martial arts.
- Not to **handle** the **apparatus** in a manner **trying to break** it (there is a charge for malicious attempts trying to break the apparatus on purpose or after being told several times) or any other way that is not related to Rhythmic Gymnastics e.g. kicking the ball like in football.
- Swearing or demeaning remarks are not tolerated.
- **Talking back to coach** may result in being asked to **sit aside** to stop disrespectful behaviour and giving bad example to other gymnasts.
- **Putting down other gymnasts** e.g. criticising or belittling behaviour (checking out other gymnasts) or communication (e.g. laughing at peer's skill level, gossiping behind peers'



back) may result in disciplinary action such being asked to sit aside or conditioning/skill training a number of times.

- No **jewellery** (when caught/entangled it may cause permanent injury). If the gymnast has cultural/religious jewellery, the minimum requirement is that these items will be made safe (e.g. earrings covered with cohesive bandage tape). RG1 is not liable for any injuries caused by these items as the primary recommendation is to remove them entirely for the duration of the practice.
- **Hair** needs to be tied up properly to hold for the duration of the class. Full visibility is essential in all of the gymnastic movements and elements, and with apparatus handling. Untied hair may cause unnecessary risks. If the gymnast refuses to tie up their hair the club is not responsible in any way in the cases of injury due to the lack of visibility e.g. catching apparatus or hindering balance in rotational movements.
- **Clothing** fit to the size of the gymnasts, preferably leotard but a tight t-shirt and leggings are suitable. Loose apparel may be entangled and/or break.
- The gymnast **may not leave the hall without** asking for a **permission** and giving a reason to the coach/other staff member on duty (e.g. refilling a water bottle, toilet break, family circumstance).
- Stay in the hall and not access any unnecessary areas (e.g. equipment storage room).
- Not spend time excessively in the changing rooms before or after the training.
- If a child **fails to respond to the rules** and instructions during the class (e.g. throwing the apparatus around in a harmful manner regardless of being told to stop), they **may be asked to sit aside** as a disciplinary action to contemplate why their behaviour is a risk to themselves and other participants in the class.
- Do not bring to the practice any unnecessary items. Only pack the minimum for the class. RG1 is not responsible for any items left behind.
- **No heavy meals at least 2h before the exercise.** The practice includes a lot of rotational movements and jumping which should not be done with a full belly as this may cause the child to be nauseous and not be able to participate with the required intensity to learn the movements safely.
- **No eating during the exercise** (unless diabetic conditions or similar so require in a case of an emergency. Please inform the staff of any medical conditions in advance).
- **No engagement with the mobile phones** during the entire practice unless authorised by the coach for the sake of e.g. recording progress. If there is a situation in the family where updates on the condition of a family member are critical, the coach needs to be advised in advance.
- **Not touch staff's phones/speaker** unless asked to do so (e.g. bring the speaker/phone back at the end of the class). These devices are used to play music during the training, not for gymnasts' entertainment.
- Do not bring friends or family to watch the practice. They can attend the club event at the end of the season or book to a trial class.
- Good level of **personal hygiene** to be pleasant to be around for the other participants in group exercises.
- Use the toilet before the class starts.
- Practice inclusivity in any activities, be supportive towards your peers, especially newcomers.
- Don't be shy, make friends and have fun.

The codes of conduct concerning staff, children and parents aim to cover most scenarios but is not exhaustive. RG1 maintains the right to apply common sense in any new cases as they may arise and will update the code of contact as often as necessary.



## 5. Reporting Procedure

RG1 encourages all concerns (poor practice, abuse or neglect) to be reported promptly and will deal with them confidentially and according to the guidelines provided by the British Gymnastics (BG) and Child Protection In Sport Unit (CPSU).

### 5.1 Risk of Immediate Harm

If you think a child or young person is at risk of significant harm or abuse, or require urgent protection call:

1) the Police on 999 (press 55 if you can't speak)  
and/or

2) local Child Protection 0118 937 3641  
[csppa@brighterfuturesforchildren.org](mailto:csppa@brighterfuturesforchildren.org)

### 5.2 Club Welfare Officer and British Gymnastics Safe Sport Team

If there is no risk of immediate harm, speak to the person on site responsible for safeguarding and contact the club Welfare Officer Angela Rigby for any concerns about children's safety 0790 091 5660, [angela@ukpranichealing.co.uk](mailto:angela@ukpranichealing.co.uk) or contact British Gymnastics Welfare & Safe Sport Team 0345 129 7129, [welfareandsafesport@british-gymnastics.org](mailto:welfareandsafesport@british-gymnastics.org)

In either circumstance, please also complete the online incident form.

<https://bg.vissro.com/public/bgcase.nsf/safeguarding-report>

British Gymnastics will work with the complainant, the club, any other person who can provide essential information, and any statutory agency to manage and address the concern. All safeguarding concerns are treated with confidentiality. Information is only shared where necessary, proportionate and relevant, and only with those individuals who need to have it.

<https://www.british-gymnastics.org/safesport/safeguarding>

### 5.3 Local Area Designated Officer

If you have concerns regarding someone working with children, these should be reported to the Local Authority Designated Officer (LADO), please see the following contact details;

0118 937 2684

[LADO@brighterfuturesforchildren.org](mailto:LADO@brighterfuturesforchildren.org)

### 5.4 Flowchart for Referral

<https://www.british-gymnastics.org/documents/departments/membership/safeguarding-compliance/2136-what-to-do-flow-chart/file>

### 5.5 Whistleblowing

Complaint on the conduct of an individual made by someone else than the person affected. The identity of the whistle blower will remain confidential, in a rare case of them dreading the consequences of making a complaint. This type of protection shall not apply to a person who intentionally makes a false, frivolous complaint.

## 6. Responding to Concerns

All staff and volunteers are aware of their duty to report concerns and cooperate with any investigations.

If a child indicates that he/she is being abused, or information is received which gives rise to concern that a child may be being abused, the person receiving the information should:

- Stay calm and ensure that the child is safe and feels safe.



- Listen carefully and actively to what is said.
- Do not promise to keep secrets. Explain that the information is likely to be shared with others.
- Allow the child to continue at his/her own pace.
- Keep questions to a minimum to ensure a clear and accurate understanding of what has been said.
- Reassure the child that they have done the right thing in disclosing the information.
- Show and tell the child that what he/she says is being taken seriously and recognise any difficulties inherent in interpreting what the child says.
- Tell the child what will be done next and with whom the information will be shared.
- Record in writing what was said using the child's own words as soon as possible.

### **6.1 Record in writing** (pls see appendix 10.2 pg. 10)

- 1) Place, date and time of disclosure.
- 2) Place, dates and times of incidents.
- 3) Any names mentioned.
- 4) To whom the information was given.
- 5) Information that is fact, (hearsay or opinion should be noted as such, but nevertheless passed to the relevant statutory agency).
- 6) Ensure the record is signed and dated and provided to the relevant statutory agency and British Gymnastics.

If the child indicates that he/she does not wish others to be informed about the allegation, carefully and tactfully explain the reasons why it may be in the interests of everybody if the matter is referred to the appropriate person or department, (i.e. Children's Social Care). Similar discussions should also be held regarding informing the child's parent(s) or guardian, as long as they are not the subject of the disclosure. The person to whom the disclosure is made is presented with a great responsibility and it is advisable, if there is any uncertainty, to seek advice on how to deal with the issue, from Children's Social Care, NSPCC or from the British Gymnastics Lead Officer.

### **6.2 Things to Avoid**

- Dismissing the concern.
- Ridiculing or being judgemental of the information being disclosed.
- Panicking.
- Allowing shock or distaste to show.
- Probing for more information than is offered (could be construed as leading).
- Making promises that cannot be kept, such as agreeing not to tell someone else.
- Speculating or make assumptions.
- Approaching the person who is the subject of an allegation or suspicion, (this may put a child or young person at further risk and/or jeopardise a criminal investigation).
- Conducting a personal investigation of the case.
- Making negative comments about the accused person. Irrespective of whether the person receiving the information personally believes what has been said, they must always report the disclosure.

### **7. Confidentiality and Data Protection**

RG1 has a separate, complete Club Privacy Policy provided by the British Gymnastics that can be referred to.

RG1 will collect information only to be able to communicate effectively with the correct parties and to ensure being aware of any conditions regarding the children to ensure their safety during the practice. Confidentiality is maintained throughout the process and information is only



shared on a genuine 'need to know' basis.

The information is held solely for the club's running and administration purposes and not divulged to any external parties other than higher legal authorities if the circumstances so require, to ensure the safety of a child. All data collected is handled confidentially and in accordance with data protection laws (RG1 is an authorised ICO compliant to GDPR). The data is stored privately and not used for any other than safety and club management purposes.

In the event of a significant safeguarding case, the RG1 club will contact British Gymnastics for the advice to follow the guided response to media enquiries. (Pls. see British Gymnastics Safeguarding Policy and Procedures Appendix 12.)

### **8. Recruitment and Training**

The staff is qualified by British Gymnastics standards with DBS checks (Enhanced DBS where needed) and certified with all required Safeguarding courses and other complimentary related training. The staff maintain their level of skills by reviewing and attending ongoing related training at regular intervals.

All staff is aware of their duties and responsibilities in their respective roles. They are trained to recognise and respond to any signs of abuse, neglect or other safeguarding concerns relating to the members of the club or trial class participants.

RG1 follows the industry requirements with thorough checks to prevent employing unsuitable individuals. In order to avoid any potential conflicts of interest, the Welfare Officer's role is not to be taken on by any member of the head coaching team or his/her immediate family.

The club and staff currently possess the following qualifications (copies of certificates available upon request).

- British Gymnastics Club Certificate
- Level 2 Certificate in Coaching Rhythmic Gymnastics
- [Time To Listen](#)
- [Safeguarding and Protecting Children in Sports](#)
- Participant Experience 28/5/2020
- Delivering Rise Gymnastics 30/12/2021
- Rhythmic Gymnastics Judge qualifications  
Club 31/10/2018  
County 14/3/2023  
Regional Judge 03/04/2024
- First Aider, St John Ambulance, 30/9/2022
- Positive Coaching, British Gymnastics 8/7/2023
- Fire Safety, British Gymnastics, 6/4/2024
- Mental Health Awareness Workshop, British Gymnastics 25/4/2024
- The Power of Holistic Coaching, UK Coaching 3/5/2024
- Effective Communications for Clubs 9/6/2024, British Gymnastics
- Unconscious Bias for Clubs 9/6/2024, British Gymnastics
- Personal Resilience for Clubs 9/6/2024, British Gymnastics

### **9. Review and Monitoring**

The effectiveness of safeguarding measures will be monitored and evaluated regularly.

<https://thecpsu.org.uk/resource-library/tools/self-assessment-tools/>



The safeguarding policy will be reviewed and updated yearly or as required to reflect changes in the legislation, best practice, and club procedures.

## **10. Appendices**

10.1 Accident reporting form

10.2 Safeguarding Incident recording form

# RG1 Rhythmic Gymnastics Club - SAFEGUARDING POLICY



[https://docs.google.com/forms/d/e/1FAIpQLScsHPRwOdilmPF67HuaBA72bDGBXcjlAFOF\\_FErwiaQAK2adA/viewform](https://docs.google.com/forms/d/e/1FAIpQLScsHPRwOdilmPF67HuaBA72bDGBXcjlAFOF_FErwiaQAK2adA/viewform)

## ACCIDENT REPORTING FORM



In the event of an accident, the following procedure should be followed:

1. Fill in 2 copies of this form for all accidents.
2. Make contact with parents / carers.
3. Add 1 copy of form to incident book / folder.
4. Forward 1 copy to designated person for record keeping / action required.
5. Contact emergency services / GP if required.
6. Record in detail all facts surrounding the accident, including witnesses, etc.
7. Any further action.
8. Sign off on any action required from senior management officer.

Contact information – responsible adult	
Name of coach in attendance	
Address	
Contact number(s)	
Email	
Name of the club	

Injured person information – child / young person				
Name				
Address				
Date of birth				
Gender <sup>1</sup>	Female <input type="checkbox"/>	Male <input type="checkbox"/>	Non-binary <input type="checkbox"/>	Another description (please state) <input type="checkbox"/>
Has the child / young person returned to the club following the accident?	No <input type="checkbox"/>	Yes <input type="checkbox"/>		
Accident information				
Date of accident		Time of accident		
Date reported		Time reported		
Who reported the accident?				
Location of accident				
Details of injury				

For more on keeping children safe in sport [the cpsu.org.uk](http://the cpsu.org.uk)

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## ACCIDENT REPORTING FORM



Nature of and how accident happened		
Did anyone witness the accident?	No <input type="checkbox"/>	Yes – please give name(s) and details of witness(es) <input type="checkbox"/>
Was first aid involved?	No <input type="checkbox"/>	Yes – please give details <input type="checkbox"/>
Have parents / carers been notified?	No <input type="checkbox"/>	Yes – please state by whom and when <input type="checkbox"/>
Recommended action to be taken		
Referred to designated person(s)?	No <input type="checkbox"/>	Yes – please have them sign declaration at end <input type="checkbox"/>
Form completed by (print your name)		
Your signature	✕	

Declaration – designated person	
Signature of management representative	✕
Print name	
Role within organisation	
Today's date	

<sup>1</sup> It is good practice for the question on gender to be optional rather than mandatory. Sometimes, software can restrict options, which will require compromising on this best practice until systems are updated. Any system or software limitations should be openly acknowledged by the organisation so that transgender people know the organisation is aware of the restrictions and is working to resolve it.

For more on keeping children safe in sport [the cpsu.org.uk](http://the cpsu.org.uk)

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[https://docs.google.com/forms/d/e/1FAIpQLScsHPRwOdilmPF67HuaBA72bDGbXcjlAFOF\\_FErwiaQAK2adA/viewform](https://docs.google.com/forms/d/e/1FAIpQLScsHPRwOdilmPF67HuaBA72bDGbXcjlAFOF_FErwiaQAK2adA/viewform)

**SAFE GUARDING INCIDENT RECORDING FORM**

If an incident or concern is immediate and there is a risk of significant harm to a child or that they are in need of protection, then call your local Police and/or Social Care. Once the matter has been referred then complete this form and submit to British Gymnastics. This form should be used by **club officials** to record the details of any concerns raised. A **copy** should be sent to the Safeguarding and Compliance team at British Gymnastics [ethics@british-gymnastics.org](mailto:ethics@british-gymnastics.org). All efforts must be made to keep the information confidential. The information should only be shared with those that need to know if it is in the best interest of the child or vulnerable adult. The form should be completed for all levels of concern, even where no immediate action may be necessary.



DETAILS OF PERSON COMPLETING THE FORM

Name: \_\_\_\_\_

Club Name: \_\_\_\_\_

Position Held: (*Welfare Officer/Coach, etc.*) \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_ Contact Numbers: \_\_\_\_\_

Name/details of person who raised concern (*if different from above*): \_\_\_\_\_

DETAILS OF ALLEGED VICTIM (if more than one, continue on a separate sheet)

Name: \_\_\_\_\_

Club Name: \_\_\_\_\_ Discipline \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age at time of incident (s) \_\_\_\_\_

Parent/Carer details: (incl. name and address) \_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_ Email/Contact Number \_\_\_\_\_

Any identified special needs or disability? \_\_\_\_\_

Ethnic background: \_\_\_\_\_

DETAILS OF INCIDENT

Date(s) of incident(s): \_\_\_\_\_

Description of the incident(s) (*please include as much detail as possible. If a child talked to you, write down the exact details of the conversation – remember not to lead the child. Please include any other information including location, number of incidents, any witness details etc. – please continue on a separate sheet of paper if necessary*)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any actions taken? \_\_\_\_\_

\_\_\_\_\_

Please indicate if you are in contact with any other bodies concerning this incident and include a contact name, address and telephone number: \_\_\_\_\_

\_\_\_\_\_

**Children/Adult Social Care**

Name of contact: \_\_\_\_\_

Contact Number/s: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_

Action they are taking/details of advice: \_\_\_\_\_

DETAILS OF PERSON CONCERN IS ATTRIBUTED TO

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Club Name: \_\_\_\_\_

Relationship to alleged victim: \_\_\_\_\_

**Police**

Name of contact: \_\_\_\_\_

Contact Number/s: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_

Action they are taking/details of advice: \_\_\_\_\_

Any relevant additional information \_\_\_\_\_

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