Please complete this form and return to [safeguarding@welshlacrosse.co.uk](mailto:safeguarding@welshlacrosse.co.uk)

If an emergency, please contact David Cooke – Safeguarding Lead on 07843 594213

Have you?

• Reassured the young person

• Been honest and not made promises you cannot keep

• Explained why you may have to tell other people in order to stop what’s happening

• Avoided closed questions and asked as few questions as possible

• Encouraged the child to use their own words

• The fewer questions you ask, the better

|  |  |
| --- | --- |
| Name of Child: |  |
| Age and date of birth: |  |
| Parent/carer’s details: | Name:  Address:  Telephone number/s: |
| Date of Incident:  Time of Incident: |  |
| Details of the incident/concern  Including where it happened |  |
| Details of any physical signs of  abuse e.g. bruising |  |
| Have you spoken to the child?  If yes, what exactly did they say | Yes No |
| Have you spoken to parents/carers?  If yes, provide details of what was said.  (NB – depending on the allegation, it is not always appropriate to speak to parents) | Yes No |
| Have you spoken to person the allegations are being made against?  NB – never speak to them if it is a child abuse allegation –  only if it is “poor practice”  If yes, provide details of what was said. | Yes No |
| Have you informed statutory authorities?  If so: | Yes No  If yes, was it: Police Social Services CPSU  Name of person you reported it to:  Designation/Position:  Telephone Number: |
| Details of any action taken: |  |
| Details of any action you intend to take: |  |
| Details of Witnesses  (continue on separate sheet if required) | Name:  Address:  Telephone:  Witness Comments: |
| Details of Person alleged to have committed the offence | Name:  Address (if known):  Telephone Number (if known): |
| Details of Person reporting concern: | Name:  Position in Club: (parent, coach, child etc):  Address:  Telephone Number/s: |
| Signed: |  |
| Date: |  |

**REMEMBER TO MAINTAIN CONFIDENTIALITY.**

**DO NOT DISCUSS WITH ANYONE OTHER THAN THOSE WHO NEED TO KNOW**

**Contact the Lead Welfare Officer at Welsh Lacrosse and report this concern**