



Reporting Form for Reporting a Concern

Please complete all relevant sections as soon as possible after the disclosure. For any sections that do not apply, please mark clearly as 'not applicable'. The form should be given as soon as possible to the CWO, CPGA LSO or the statutory agency involved within 24 hours.

Date and time of the disclosure:

Context: Detail the circumstances leading up to the disclosure if possible.

Names of any witnesses present at the disclosure, their positions and the role they played:

Give a verbatim account of the allegation or suspicion (cont. overleaf if required)

Any additional comments?

Appendix 3

Has the child made the allegation about a particular individual?

(If so please record details)

Describe any visible signs of physical injury evident on the child or young person: NB; DO NOT remove any clothing *If possible draw a diagram*

If you have known the child for a period of time, have you noticed any changes in behaviour?

Received by club Welfare Officer

Name:

Signed: Date:

To be signed by the person reporting the concern

Name:

Signed: Date: