

**Safeguarding Referral Form**

**Please use this form to report a safeguarding concern to the ECB**.

If you have a problem completing this form or would like advice about reporting a concern, please email: [safeguarding@ecb.co.uk](mailto:safeguarding@ecb.co.uk), providing your contact details so that we can obtain further information from you, if required.

After submitting your concern, you will receive an automated email with a unique reference number. **Please keep a record of this**.

The ECB will use the personal information that you provide in accordance with the ECB information and privacy agreement (as may be updated from time to time).

**In an emergency and/or if you are concerned that someone is at immediate risk of harm, please call the police without delay on 999.**

* **Do not delay in reporting, fill in as much information as you can and send in.**
* **Additional information can follow on.**
* **The ECB Safeguarding Team will liaise with the Local Authority Designated Officer (LADO) on your behalf.**

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| **Details of person completing this form** | |
| Name: |  |
| Address: |  |
| Contact number: |  |
| Email address: |  |
| Club (if applicable): |  |
| Role: |  |

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| **Name of club / venue /organisation / activity you are concerned about:** |  |
| **Details of the person you are concerned about:**   * It may relate to a child whose welfare you are worried about or an adult whose behaviour concerns you. * Please specify which & include as much personal information as you can. * If you are concerned about a child please include their name, address, date of birth, club details, school, contact details. * If you are concerned about an adult, please also specify their role (player / lead coach / treasurer / barman, etc). * If your concern relates to more than one person, please be specific about who they are. | |
| **Does the person have any specific needs such as any disabilities, mental health issues or additional vulnerabilities?**   * Please do not give your opinion but provide this information based on factual evidence. | |

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| **Details of parent/carer (if known / applicable**) | |
| Name: |  |
| Address: |  |
| Contact number: |  |
| Email address: |  |

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| **Time / location of concern** | If your concern relates to a number of concerns which have come to light over a period of time, then please specify. |
| When did this incident take place? |  |
| Where did this concern take place? |  |

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| **Details of Concern** |
| **Circumstances: Please include ALL the information known to you**   * Points to cover.  1. What has happened? 2. Where did it happen? 3. When did it happen? 4. Who is involved, and who did what? 5. Why did it happen?  * Try to report in a chronological order. * If your information has come to you from a number of individuals, please be clear about who said what. * Detail any previous concerns about the person you are referring to. * Include any verbatim comments and the demeanour of the person if possible. |
| **Injuries:**   * Describe nature of injury, any treatment obtained and by whom. |
| **Witnesses:**   * Full details of all witnesses to be recorded (Name, address, contact details, role, club, etc) * Have they been spoken to? * What did they witness? |
| **Action taken:**   * Outline what action has already been taken and by whom. |

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| **CONFIDENTIALITY**  **If you have any concerns about approaching a parent / carer please seek advice from the ECB Safeguarding Team.**   * Please tell us whether the club has spoken to the child’s parent / carer about the concerns and whether they expressed a view about what should be done. * Do they consent to you sharing this information for the purposes of safeguarding their child? |

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| **Person against whom allegation has been made**   * **If the allegation is against a member of staff or volunteer, that person should NOT be informed of the concern until advice has been sought from the ECB Safeguarding Team.** | |
| Name: |  |
| Date of birth: |  |
| Role: |  |
| Address: |  |
| Contact number: |  |
| Email address: |  |
| Relationship to child / adult at risk: |  |
| Have they been spoken to? Yes / No |  |
| **Account given:** | |
| **Action taken:**  Include things such as:   * Did you call Police or Social Services? * Who have you have spoken to about this matter? * Who has been notified (Name and contact details?) * When were they notified? | |

