

**Case Number:**

**SAFEGUARDING CONCERN REPORT FORM**

|  |  |  |
| --- | --- | --- |
| **PERSONAL AND CONTACT DETAILS** | | |
|  | **Of person reporting concern/allegation** | **Person involved at risk** |
| Name |  |  |
| **Position** |  |  |
| **Date of Birth/ Age** |  |  |
| **Address** |  |  |
| **Telephone** |  |  |
| **Mobile** |  |  |
| **Club** |  |  |
| **County** |  |  |
| **School** |  |  |
| **Parent/Guardian Name** |  |  |
| **Parent/Guardian Contact Number** |  |  |

|  |  |
| --- | --- |
| Date allegation received |  |
| **Name of first contact in receiving details of allegation** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Contacts** | | | |
| **Name** | **Role** | **Organisation** | **Contact Number** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **DETAILS OF THE CONCERN/INCIDENT/ALLEGATION** | | | |
| **Date/Time** | |  | |
| **Location** | |  | |
| **Persons involved/witnesses** | |  | |
|  | | | |
| **DETAILS OF PERSON INVOLVED IN CONCERN/ALLEGATION** | | | |
| **Name** |  | | |
| **D.O.B** |  | | |
| **Address** |  | | |
| **Telephone** |  | | |
| **Mobile** |  | | |
| **Position (in relation to young person)** |  | | |
| **Additional Notes** |  | | |

|  |  |  |
| --- | --- | --- |
| **ACTION TAKEN BY COMPLIANCE** | | |
| **Contact Name/ Organisation** | **Date/Time** | **Conversation/Action takes** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Summary of Case and how closure has been agreed** | | |
|  | | |
| **Which Bodies and Officers have been involved in the case?** | | |
| **Agreed action to close case** | | |
| **Closure details** | | |
| **Case closed by:**  **Name:**  **Date:**  **Ratified by:** | | |
| **Data protection:**  Wales Golf may use the information in this form (together with other information they obtain as a result of any investigation) to investigate the alleged concern/incident and to take whatever action is deemed appropriate, in accordance with their Children and Young People Safeguarding Policy and Procedures and Safeguarding Adults Policy and Procedures.  Strict confidentiality will be maintained and information will only be shared on a “need to know” basis in the interest of safeguarding. This may involve disclosing certain information to a number of organisations and individuals including relevant clubs, individuals that are the subject of an investigation and/or Statutory agencies such as the Police and Children’s Social Care. | | |