

Safeguarding/Welfare Incident Report Form

If the concern is regarding immediate significant risk to a child, young person or adult please call the emergency services on 999. They are 24/7 and will respond appropriately to your concern. Please submit this form if you call the emergency services so the Safeguarding and Welfare Lead is aware and act to support where possible.

Complete this form if you have a concern that meets the immediate significant risk criteria or not. The Safeguarding and Welfare Lead will contact you during office hours to provide support and manage any concerns.

**Please see notes below**

|  |
| --- |
| **Your name and contact details:** |
| **Your position:** |
| **Child’s name:** |
| **Parents’ names and address:** |
| **Venue, Date and time of incident:** |
| **Your observations:** |
| **Exactly what the child and any other relevant person said and what you said: remember; do not lead the child – record only factual details. Continue on separate sheet if necessary:** |

|  |
| --- |
| **Police informed: Yes / No**  **If yes, give name of the Police Officer dealing:**  **Telephone/Email contact details:** |
| **Children’s Social Care Services informed: Yes / No**  **If yes name of social worker dealing:**  **Telephone/Email contact details:** |
| **Medical assistance required: Yes / No**  **If yes, give details:** |
| **Parents informed Yes / No** |
| **Details of any other action(s) taken (or attach report sheet separately):** |
| **It may help if you were to suggest what policies or procedures you thought the alleged perpetrator to be in breach of and what, if any, actions you were seeking from the PGB Safeguarding & Welfare Lead** |
| **Signed:**  **Date:** |

# **When complete email** [**safeguarding@pentathlongb.org**](mailto:safeguarding@pentathlongb.org)

**Thank you and we aim to get back to you as soon as we are back in the office. If you need further support look at the links below.**

**Signposts for support**

**NSPCC Helpline** – A statutory agency who can support you if you have a concern regarding the safety of a child .

Call 0808 800 500

**Childline** –A helpline a child or Young Person can contact if they are concerned or worried or in crisis for advice and support.

Call 0800 1111

**Samaritans** – Samaritans works to make sure there's always someone there for anyone who needs someone.

Call 116 123 for the Helpline or email [jo@samaritans.org](mailto:jo@samaritans.org)

**MIND** –Lots of information to support individuals with mental health and well being

website mind.org.uk or call 0300 123 3393.

**Young Minds** – a charity with advice for young people and parents regarding mental health

Youngminds.org.uk

**SHOUT** – a texting service for someone in crisi to text and seek support

Text SHOUT to 85258

**Notes:**

## Ensure That You Do:

* Stay calm - do not rush into inappropriate action. React calmly in order to not alarm the young person
* Reassure the child - that they are not to blame and confirm that you know how difficult it must be to confide
* Listen sympathetically - to what the child says and show that you take them seriously
* Keep questions to a minimum - the law is very strict and child abuse cases have been dismissed where the child has been led or words and ideas have been suggested. Only ask questions to clarify
* Ensure you clearly understand what the child has said - in order that the information can be passed on to the appropriate agencies
* Consult with the Club or Regional Welfare Officer - ensuring that you communicate all the information accurately
* Maintain confidentiality - complete the incident report form (see top of page). All incidents will be treated with an open mind and be handled in a fair and equitable manner. Confidentially must be maintained until a case is proven
* Keep track of the child’s safety and wellbeing - if urgent medical attention is required, then call an ambulance, inform the doctors of the concerns and ensure they are aware that this is a child protection issue

## Ensure That You Do Not:

* Panic - or allow your feelings to be evident
* Make promises you cannot keep - explain that you will need to tell other people
* Make the child repeat the story unnecessarily
* Delay
* Speculate or make assumptions
* Approach the alleged abuser
* Take sole responsibility
* Investigate yourself

**In all cases, if you are not sure what to do, you can gain help from the NSPCC 24-hour freephone helpline (0800 800 500) or the Pentathlon GB Safeguarding & Welfare Lead Officer (07553 422288).**

Make sure that all relevant information passed to external agencies is as helpful as possible. It will be necessary to make a detailed report at the time of disclosure. The report should ideally contain the following details:

* The young person's name, parents’/carers’ name, address,
* Their date of birth, race, ethnic origin, and any disability they may have
* Nature of the allegation
* A description of any injuries/bruising
* Any observations about the behaviour/emotional state of the young person
* Times, locations, dates
* The young person’s account in their own words of what has happened
* Actions that have been taken as a result of your concerns
* Whether the person writing the report is expressing their own concerns or those of a third party
* Sign and date
* Keep a copy
* Keep a record of the name and designation of a Social Services member of staff or police officer to whom concerns were passed