



Safeguarding Children Reporting Form

Section 1: Details of the Person Making the Report	
<ul style="list-style-type: none"> • Full Name: • Contact Information (Phone/Email): • Relationship to the Child/Incident: (e.g., Parent, Coach, Spectator, Volunteer) 	
Section 2: Details of the Child Involved	
<ul style="list-style-type: none"> • Child's Full Name: • Age of Child: • Gender of Child: • Club Role (e.g., Participant, Volunteer): • Contact Information (if applicable): 	
Section 3: Details of the Incident/Concern	
<ul style="list-style-type: none"> • Date and Time of Incident: • Location of Incident: • Description of the Incident or Concern: (Please provide as much detail as possible. Include specific actions, language, or behaviour observed.) 	
Section 4: Actions Taken	
<ul style="list-style-type: none"> • Have you reported this concern to anyone else? <ul style="list-style-type: none"> ○ Yes <input type="checkbox"/> ○ No <input type="checkbox"/> 	



<p>If yes, please provide the name of the person or organization informed and their response:</p> <p>What actions have you taken so far, if any? (e.g., spoken to the child, spoken to a coach, removed child from situation, etc.)</p>	
<p>Section 5: Further Information</p>	
<ul style="list-style-type: none"> • Is there any further information you feel is relevant? (This could include the behavior of other children or adults, any previous concerns or incidents, or anything that might help to understand the situation.) 	
<p>Section 6: Consent to Follow-Up</p>	
<ul style="list-style-type: none"> • Do you consent for this report to be followed up by the Safeguarding Officer or designated club representative? <ul style="list-style-type: none"> ○ Yes <input type="checkbox"/> ○ No <input type="checkbox"/> • Do you wish to remain anonymous? <ul style="list-style-type: none"> ○ Yes <input type="checkbox"/> ○ No <input type="checkbox"/> 	
<p>Signature</p> <p style="padding-left: 40px;">Signature of Person Reporting:</p> <p style="padding-left: 40px;">Date:</p>	<p>.....</p> <p>.....</p>
<p>For Club Use Only</p> <p>Safeguarding Officer's Name:</p> <p>Date Received:</p> <p>Actions Taken:</p>	

Important Notes:



- This form is for reporting any concerns relating to the safety and welfare of children participating in activities within Hoopers Inc(lusive)
- All information submitted will be treated confidentially and in accordance with the club's safeguarding policies.
- If you believe a child is in immediate danger, please contact local authorities immediately.