

Logging a concern about a child's safety and welfare

Name and address of club:	
Child's name:	Date of birth:
Date of log:	Time of log:
Name of person logging concern (print):	Signature:
Job title:	
Date and time of concern/incident/disclosure:	
<i>Describe the incident/concern/disclosure as factually as possible. Include who was involved, where it happened, exactly what happened, etc. Describe clearly any behavioural or physical signs you have observed.</i>	

Read through and make sure your report is clear now - will it also be clear to a stranger reading it next year?

Action taken:

Received by: (Designated Person for child protection)

Date: Time:

Proposed action by the Designated Person.....

(Continue overleaf if necessary)