

## FORM FOR RECORDING ALLEGATIONS OR CONCERNS ABOUT CHILDREN

Please use this form as a prompt, recording any additional information on the back or on another sheet of paper.

**REMEMBER – your job is not to investigate, but to record accurately all factual information you receive or signs and symptoms you observe.**

Child's details (name, age address, tel. no. etc.):	Child's parents or guardian's details: (where known)	Details of person <u>reporting</u> suspicion/allegation/ concern to you (this may be the child):
Describe what the suspicion/allegation/concern is here:		
Describe fully any signs, symptoms you or others have observed (include here what the child has told you):		
<u>Where</u> did this occur (as far as you know)?		
<u>When</u> did this happen (as far as you know)?		
If some earlier signs/symptoms were noticed before today, <u>when and where</u> was this?		
Record details of anyone else who may have been present or have relevant information:		
Record who has been informed (You must inform one of the Club Child Protection Officers immediately or as soon as possible – this must not delay any referral) Record the advice given by Children's Social Services or the Police.		
Signed	Dated	Time
Job title	Telephone number:	

**SEND OR HAND THIS FORM to  
THE CHILD PROTECTION OFFICER AS SOON AS POSSIBLE**

