SAFEGUARDING CONCERN RECORD

Date of incident	Time of incident
Location of the incident	
A factual account of what happened	
Names and roles of any witnesses	
Names of any agencies informed	
Name, job title, and signature of the person making the record	
A note of any action taken and future plans	

SAFEGUARDING CONCERN RECORD

A note of whether the parents were spoken to and the reasons for any decision not to inform them

Always contact the Club Welfare Officer to inform them of any safeguarding issues.
Ensure all records are stored safely and securely.
Give this document to the Welfare Officer once completed