***The policies and guidelines referenced within this document are those of British Canoeing and its home nation associations.***

It is important to keep an accurate record of the information you know and who you passed it on to. Complete as much information as possible. **Continue onto a separate sheet or additional form if necessary.**

This form must be completed as soon as possible after receiving information that causes concern about the welfare or protection of a child or adult. The form must be passed to the British Canoeing (or home nation association) as soon as possible after completion; do not delay in attempting to obtain information to complete all sections.

| **PERSON(S) AGAINST WHOM ALLEGATIONS HAVE BEEN MADE** (if applicable) | |
| --- | --- |
| Full name: | Age: |
| Address:  Postcode: | |
| Phone numbers: | |
| Club/ Centre/ Team/ Event: | |
| Position in Club/Centre/Team/ Event/: | |

| **CHILD/ ADULT INVOLVED** (Please complete separate forms for each person involved- if more than one) | |
| --- | --- |
| Full name: | |
| Age/ Date of birth: | Gender: |
| Ethnicity: | |
| Parent or carer name(s): | |
| Address:  Postcode: | |
| Phone numbers: | |
| Relationship with the Club/Centre/Team/Event: | |

| **YOUR DETAILS** |
| --- |
| Full name: |
| Position in Club/Centre/Team/Event : |
| Address:  Postcode: |
| Phone numbers: |
| **PROVIDE THE DETAILS OF THE INCIDENT OR CONCERNS THAT YOU HAVE, INCLUDING DATES, TIME AND VENUE:** |

| **DETAIL EXACTLY WHAT WAS SAID, IF YOUR CONCERNS ARE THE RESULT OF A CHILD/ ADULT SPEAKING TO YOU, INCLUDE DATE, TIME AND VENUE:** |
| --- |

| **HAVE YOU SPOKEN TO THE PARENTS?** YES  NO  (If yes, provide details of what was said) |
| --- |

| **HAVE YOU SPOKEN TO THE CHILD/ ADULT?** YES  NO  (If yes, provide details of what was said) |
| --- |

| **HAVE YOU SPOKEN TO THE PERSON THE ALLEGATIONS ARE BEING MADE AGAINST?** YES  NO  (If yes, provide details of what was said) |
| --- |

| **PROVIDE DETAILS OF FURTHER ACTION TAKEN TO DATE:** |
| --- |

| **HAVE YOU INFORMED THE STATUTORY AGENCIES?**  Name of person you spoke to: Incident Number:  Police YES  NO  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  Children’s  Social Care YES  NO  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  Adult Social  Care YES  NO  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ |
| --- |

| **PROVIDE THE NAME OF THE PERSON YOU HAVE SPOKEN TO AND THEIR CONTACT DETAILS:** |
| --- |

| **WERE THERE ANY WITNESSES TO THE INCIDENT OR CAUSE FOR CONCERN?** YES  NO  (If yes, provide their name, role, relationship (if any) to the child or others involved and contact details) |
| --- |

PRINT NAME:

SIGNATURE:

DATE/ TIME:

Please return this form via email or in an envelope marked **PRIVATE and CONFIDENTIAL** to:

**England:** Nancy Squires, British Canoeing, National Water Sports Centre, Adbolton Lane, Holme Pierrepont, Nottingham, NG12 2LU or email [safeguarding@britishcanoeing.org.uk](mailto:safeguarding@britishcanoeing.org.uk)

**Northern Ireland:** Stephen Craig, Child Safeguarding Lead, The Canoe Association of Northern Ireland, Belfast Boat Club, 12 Lockview Road, Belfast, BT9 5FJ or email [childprotection@cani.org.uk](mailto:childprotection@cani.org.uk)

**Scotland:** Andy Murray, Lead Child Protection Officer, Caledonia House, 1 Redheughs Rigg, South Gyle, Edinburgh, EH12 9DQ or email [child.protection@canoescotland.org](mailto:child.protection@canoescotland.org)

**Wales:** Nigel Midgley, Canoe Wales Child Protection Officer, Canolfan Tryweryn, Frongoch, Bala, Gwynedd, LL23 7NU or email [nigel.midgley@canoewales.com](mailto:childprotection@canoewales.com)