



## Safeguarding Report Form – Adults (18+)

If you suspect that an adult club may be being abused, it is not your responsibility to take control of the situation or to decide whether the abuse is actually taking place. However, you do have a responsibility to inform the appropriate people about your concerns so that they may make enquires and take any action necessary for the well-being of the individual.

However small your concern, you should share it with the Club Safeguarding Officer who will take responsibility for referring it to the Police or Luton Adult Safeguarding Board.

Please ensure that confidentiality is maintained as far as possible. Only discuss your concerns on a need-to-know basis, and do not disclose the identity of those involved unless absolutely necessary.

Date: .....

### Section 1 – Person completing this form

Name: .....

Position in Company: .....

Address (optional): .....

Contact telephone number(s): ..... or .....

E-mail: .....

### Section 2 – Details of alleged victim

Name: .....

DOB: (if known) ..... or estimated age .....

Address:  
.....  
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Contact telephone number(s): ..... or .....

E-mail: .....

Next of Kin/Carers:.....

Have they been informed/aware of the situation Yes/No: .....

## **Name of alleged abuser if known**

Name: .....

DOB: (if known) ..... or estimated age .....

Address (if known): .....

Contact telephone number(s): ..... E-mail: .....

Date of incident: ..... Time .....

Place of incident: .....

Did anyone observe the incident/concern: Yes/No Give details of the person(s) present

Name: .....

Position in Organisation: .....

Contact telephone number(s): ..... E-mail: .....

If you have further names, please complete on a separate sheet of paper

## **Nature of Concern, please tick**

Bullying ..... Child sexual exploitation..... Child trafficking .....

Cyber Bullying ..... Discrimination ..... Domestic abuse .....

Emotional or Psychological..... Female genital mutilation ..... Financial .....

Forced Marriage ..... Grooming..... Hate Crime .....

Modern Slavery ..... Neglect ..... Non-recent abuse....

Online abuse ..... Organisational ..... Physical abuse .....

Radicalisation ..... Self-neglect ..... Sexual abuse .....

Other .....

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What was observed including details of any verbal abusive language, injuries sustained and treatment received. Continue on separate sheet if necessary.

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Record of Conversations using the TED technique, such as **T**ell me what happened, **E**xplain to me what happened, or **D**escribe to me what happened? Continue on separate sheet if necessary

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You may wish to discuss your concerns with someone outside of the organisation to gain reassurance. The Ann Craft Trust (ACT) Helpline can help with this and is confidential.

**ACT informed** - Helpline: 01708 765200, [www.supportline.org.uk](http://www.supportline.org.uk) Yes/No .....

**Police informed:** ..... Yes/No

..... If yes, give name of the police

officer: .....

Phone/e-mail contact details:

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Crime number if known: .....

**Was Medical assistance required:** Yes/No

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If yes, give details: .....

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**Parent/Carer informed** Yes/No .....

**Social Services informed:** Yes/No.....

If yes name of social worker: .....

Phone/e-mail contact details: .....

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**Luton Adult Safeguarding Board Officer informed:** Yes/No .....

If yes, give name of the safeguarding officer:

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Signed: ..... Date: .....

If football related please send copy to Bedfordshire FA County Welfare Officer

Ethnic Group	
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Please choose the category that best describes the **alleged victim's** ethnic group from the following list and tick the appropriate box:

White

A1 British ☐ A2 Irish ☐

A3 Any other white background ☐ .....

Mixed	
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B1 White & Black Caribbean ☐ B2 White & Black African ☐ B3

White & Asian ☐ B4 Any other mixed background ☐

Asian

C1 Indian ☐ C2 Pakistani ☐

C3 Bangladeshi ☐ C4 Any other Asian background ☐

Black or Black British

D1 Caribbean ☐ D2 African ☐

D3 Any other Black background ☐

Chinese or Other Ethnic Background

E1 Chinese ☐ E2 Any other (please write in): .....

Disability	
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The Equality Act 2010 defines a disabled person as anyone with a “physical or mental impairment that has a “substantial” and “long term” negative effect upon their ability to carry out normal daily activities.”

Please choose any impairments that the alleged victims may have by ticking the appropriate box.

Vision (due to blindness or partial sight)	
Mobility (difficulty walking short distances, climbing stairs etc)	
Hearing (due to deafness or partial hearing)	
Learning or concentrating or remembering	
Mental Health	
Stamina or breathing difficulty	
Social or behavioural issues (such as Autism or Asperger's Syndrome)	
Difficulty speaking or making yourself understood	
Other please state	

Counter signed as received

James Hatch, Designated safeguarding Lead  
Creative Sports Coaching CIC

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James Hatch

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Date