

G4 - Recording Concerns Report Form

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. 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:	
Position in club:	

CHILD INVOLVED (Please complete separate forms for each child involved- if more than one)	
Full name:	
Age/ Date of birth:	Gender:
Ethnicity:	
Parent or carer name(s):	
Address:	
Postcode:	
Phone numbers:	
Child's relationship with the club:	

G4 - Recording Concerns Report Form

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

HAVE YOU SPOKEN TO THE CHILD? 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)

G4 - Recording Concerns Report Form

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	_____	_____

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

G4 - Recording Concerns Report Form

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: Safeguarding Lead Officer, British Canoeing, National Water Sports Centre, Adbolton Lane, Holme Pierrepont, Nottingham, NG12 2LU or email childprotection@britishcanoeing.org.uk

Northern Ireland: Mary Doyle, Child Protection Lead, Canoe Association of Northern Ireland, Unit 2 Rivers Edge, 13 – 15 Ravenhill Road, Belfast, BT68 8DN or email 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

Wales: Nigel Midgley, Canoe Wales Child Protection Officer, Canolfan Tryweryn, Frongoch, Bala, Gwynedd, LL23 7NU or email nigel.midgley@canoewales.com