



**THE QUEEN'S CLUB**  
**SAFEGUARDING CONCERN & INCIDENT REPORT FORM**

**STRICTLY PRIVATE AND CONFIDENTIAL**

**TYPE OR COMPLETE IN BLOCK CAPITALS**

Your contact information:

Name:

Address:

Postcode:

Telephone numbers:

Email address:

Category of person: Child / Young Person / Adult at Risk

Name:

Date of birth or age (if known):

Ethnic origin:

Please state if known

Disability (if any):

Please state

Gender:

Male  Female

First language:

Parent's / guardian's / carer's name(s):

Contact information (parents/guardians/carers):

Address:

Postcode:

Telephone numbers:

Email address:

Are you reporting your own concerns or responding to concerns raised by someone else:

- Responding to my own concerns  
 Responding to concerns raised by someone else



If responding to concerns raised by someone else: Please provide further information below

Name:

Position within the sport or relationship to the child:

Telephone numbers:

Email address:

Brief description of what has prompted the concerns (include dates, times etc of any specific incidents):

Detail any physical signs, behavioural signs or indirect signs:

Have you spoken to the child, young person or adult at risk? If so, what was said:

Have you contacted the parents / carers? If so, what was said:

Has anybody been alleged to be the abuser? If so, give details:

Have you consulted anybody else? If so, give details:

Your name:

Your role:

To whom reported and date of reporting:

Signature:

Today's date:

Please complete and return this form to the Welfare Officer - Olga Toombs ([olga.toombs-welfare@queensclub.co.uk](mailto:olga.toombs-welfare@queensclub.co.uk))  
or in her absence the Deputy Welfare Officer - Alison Quinlan ([alison.quinlan-welfare@queensclub.co.uk](mailto:alison.quinlan-welfare@queensclub.co.uk))

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