

Concern report form



Please use this form to report any child protection or abuse concerns you may have giving as much information as possible, please use extra sheets if necessary. Once completed please pass this to a designated child protection officer whose details you will find at the bottom of this form.

Your details:	
Name:	
Contact telephone number:	
Position:	
Details of individual at risk:	
Individual name:	Age:
	Gender:
Home address:	
Home telephone number:	
Name of parent(s) / carer(s):	
Are there any special factors relating to this individual (e.g. ethnicity, religion, language difficulties, disabilities) Please give details:	
Details of your concern:	
Please give details of your concern below? Including what has prompted you to raise this concern and any observations you have made. Please remain factual and include the time and date of specific incidents:	

How you spoke to the individual at risk? Is Yes, please record details of what was said.

Details of the person(s) allegedly responsible for abuse / poor practice:

Name:

Position:

Address:

Any other details that you feel will be relevant:

Details of any other organisation or individual who you have discussed this concern with?

Individual / Organisation name:

Contact number used:

Any actions agreed or taken:

Is there any other information that you feel is relevant to this concern?

I can confirm that to the best of my knowledge the information provided above is correct, and that I will be available to answer any further questions on this matter.

Signature:

Date:

Print name:

Please pass this form to a Designated Child Protection Officer via the details below:

Herts Sports Partnership

Herts Sports Village

De Havilland Campus

Hatfield, Herts

AL10 9EU

Tel: 01707 284229 (office hours: 8:30am - 4:30pm)

07704 115049 or 07764 965972 (outside of office hours)

e-mail: j.d.ocallaghan@herts.ac.uk or j.shewring@herts.ac.uk