Poole Chess Club
Safeguarding Policy

Appendix 3

For purposes of recording any allegations of safeguarding breachers, please use the following form.

Form for recording concerns / allegations of abuse, harm or neglect	
Name of organisation	
Date and time of incident	
Name of child	Date of birth (if known) & gender
Name of parent/guardian	Contact details
Name & role of person raising the concern	Contact details for person raising the concern
Are you Reporting your own concern? Reporting a concern raised by someone else?	Name and details of anyone else raising the concern or witnessing it.
Please provide details of the allegation / incident.	

If the person reporting this is not the safeguarding officer, has this been discussed with the safeguarding officer? Please summerise the discussion.	
Have the child's parents/carers been spoken to? Please share details of what was said.	If details have not been shared, is there a reason for this?
Do the statutory child protection authorities or police need to be informed? Yes / no With reasons	
What further actions have been taken or need to be taken by Poole Chess Club?	
Name and designation of person completing the report	Signature and date