

Record any conversation

**Exactly what the child said and what you said:
(Remember, do not lead the child – record actual details. Continue on separate sheet if necessary)**

Action Taken So Far:

To be completed by the Club Safeguarding officer

External Agencies Contacted: (Date & Time):

Police	Yes	No	If yes, which:
			Name:
			Contact Number:
			Details of Advice received:

Social Services	Yes	No	If yes, which:
			Name:
			Contact Number:
			Details of Advice received:

EKA	Yes	No	Name:
			Contact Number:
			Details of Advice received:

Other (e.g. NSPCC)	Yes	No	If yes, which:
			Name:
			Contact Number:
			Details of Advice received:

FOR CLUB/ASSOCIATION USE ONLY (NB Please copy to Association/ EKA)	
Date Form received:	
Signed:	
Club/Association Chair/Secretary:	

