



East Coast Tigers Safeguarding Policy



Contents

About Us	4
Policy Statement	4
The Policy	4
Staff Roles and Responsibilities	5
The risks to children	6
Universality of Protection	6
Awareness of Abuse and Neglect	7
Safe recruitment	7
Correct Training Equipment & Practices.....	7
Staff and Volunteer Training.....	8
Appropriate Insurances.....	8
Managing behaviour, discipline and acceptable restraint.....	8
Other Applicable Policies	9
Legal Framework.....	9
Monitoring	10
Declaration.....	10
Appendix A: Definitions and Terms	11
Children.....	11
Vulnerable Adult	11
In loco parentis	11
Abuse	11
Physical Abuse.....	11
Emotional Abuse	11
Sexual Abuse	12
Child Sexual Exploitation.....	12
Neglect	12
Extremism	12
Appendix B: Procedures and guidance for staff and volunteers	13
General Guidance	13
What to do if you suspect abuse	13
What to do if someone talks to you about abuse or neglect	14
Informing parents	14



Consultation with the Children and Families Service	15
Making a Referral to the Children and Families Service	15
Confirmation of Referral	16
Appendix C: Incident Report Template	17



About Us

We are: **East Coast Tigers**

We are based at: **Duraweld Ltd, Salter Road, Eastfield, Scarborough, YO11 3UP**

Our purpose is: **The promotion of community participation in healthy recreation for the benefit of the inhabitants of North Yorkshire and the East Riding of Yorkshire by the provision of facilities for Cheerleading**

Policy Statement

East Coast Tigers (herein referred to as 'ECT') have a duty of care to safeguard from harm all the children, young people, and vulnerable adults that make up our membership as well as any children, young people and vulnerable adults with whom we come into contact with as part of our activities.

ECT strongly believes that all children, young people and vulnerable adults have the right to be treated fairly, justly and have the right to freedom from abuse and harm. Every member of the ECT team takes our responsibility to protect and safeguard the welfare of children, young people and vulnerable adults extremely seriously.

At all times, ECT will:

- Respond swiftly and appropriately to all suspicions or allegations of abuse, poor practice or bullying, and provide parents and children with the opportunity to voice their concerns
- Have a system for dealing with concerns about possible abuse
- Maintain good links with statutory child care authorities.

The Policy

ECT recognises that many children and young people today are the victims of neglect, and physical, sexual and emotional abuse. Accordingly, ECT has adopted the policy contained in this document (hereafter "the policy") to ensure that we always provide the required level of protection, support and encouragement to everyone under our care.

The policy details the legal requirements, organisational procedures and recommended practice that ECT applies to all members, volunteers, coaches and staff. It sets out agreed guidelines relating to our procedures for responding to allegations of abuse, including those made against our own staff and volunteers.

ECT recognises the need to build constructive links with the child care agencies. As such these guidelines have been prepared in accordance with the North Yorkshire Safeguarding Children Board Procedures and are externally reviewed for compliance. They will be kept under regular review and supported by appropriate training. The policy applies to all staff and volunteers who act on behalf of the organisation and who come directly into contact with children. Every individual has a responsibility to inform the Safeguarding Lead or their deputy of concerns relating to safeguarding children. The Safeguarding Lead must decide if the concerns should be communicated to Children and Families Service or the police.



More detailed descriptions of some of the terms used within this policy can be found in **Appendix A: Definitions and Terms**

Staff Roles and Responsibilities

The Designated Safeguarding Lead is: **Jess Mortimer**

The Designated Safeguarding Deputy is: **Josanne Heath**

The Lead Trustee for Safeguarding is: **Ryan Heath**

The **Designated Safeguarding Lead** is solely responsible for the implementation of the safeguarding policy, including:

- Leading upon contact with Local Authority Social Services in the event that a child or young person is at risk of harm
- Managing complaints about poor practice and allegations against staff and volunteers
- Referring relevant issues of safeguarding to the board of trustees for consideration
- Collecting monitoring data on all safeguarding activities across the organisation
- Ensuring safer recruitment procedures and promoting safeguarding across the organisation

The **Designated Safeguarding Deputy** is responsible for assisting the Designated Safeguarding Lead in the implementation of the safeguarding policy, including:

- Acting as a “front-line” point of contact for any persons concerned about the welfare of a child, young person or vulnerable adult
- Contributing to the review and update of the safeguarding policy and procedures
- Keeping up-to-date records of staff DBS status
- Updating the Designated Safeguarding Lead upon any issues seen, raised or reported
- Keeping accurate records of concerns and actions taken

The **Lead Trustee for Safeguarding** leads upon policy and procedure oversight, including:

- Reviewing and updating the organisation’s safeguarding policy on an annual basis, or when necessary
- Ensuring that policy and procedures are fully implemented and followed by all staff and volunteers
- Being kept informed of all serious safeguarding incidents and providing guidance as necessary
- Reporting to trustees on any observations and/or findings concerning safeguarding

All members of **staff and volunteers** over the age of 16 have a responsibility to safeguard children, young people and vulnerable adults from harm, including:

- Being vigilant of the signs that may indicate a child, young person or vulnerable adult is experiencing harm or is at risk of harm
- Reporting any disclosures or concerns, as soon as possible, to the Designated Safeguarding Lead, or to the Designated Safeguarding Deputy
- Remembering not to ask leading questions when taking a disclosure from a child or young person



Our **junior coaches and assistant coaches**, while they are under the age of 16, are protected from the full responsibilities of safeguarding as they will always be accompanied by a trained member of staff. They will however be seen as a respected member of the team by their peers and must therefore understand the procedures they must follow should anyone disclose information to them that may indicate a child or young adult is experiencing harm or is at risk of harm, including:

- Reassuring the person concerned that help is available to them
- Never promising to keep a secret on behalf of the person affected or person reporting their concerns
- Reporting the issue to be handled by a trained member of staff

The risks to children

The first part to safeguarding is to understand the risks that may be faced by children, young people and vulnerable adults so that we all understand what our safeguarding policy is meant to protect against.

It is important to remember that nearly every child grows up in a safe and happy environment, so we must be careful not to exaggerate or overestimate the dangers. Nevertheless, there are situations where children need protection from things such as:

- Sexual abuse
- Grooming
- Physical and emotional abuse, including neglect
- Domestic violence
- Inappropriate supervision by staff or volunteers
- Bullying, cyber bullying, acts of violence and aggression
- Victimisation
- Self-harm
- Unsafe environments and activities
- Crime
- Exploitation

Universality of Protection

ECT provide the same level of safeguarding universally. We recognise that:

- the welfare of the child is paramount.
- all children regardless of race, gender, religious belief, disability, age, sexual orientation or identity have a right to equal protection from harm.
- some children are more vulnerable to harm as a result of their circumstances, prior experiences, communication needs or level of dependency.
- working with children, young people, their parents and/or guardians, carers or other agencies is essential to protecting their wellbeing.



Awareness of Abuse and Neglect

ECT will provide all staff with adequate safeguarding training in order to carry out their role and responsibilities under this policy. Individuals within the organisation need to be alert to the potential abuse of children both within their families and also from other sources, including abuse by members of our own staff and volunteers.

All members of ECT should respond to any suspected or actual abuse of a child in accordance with the procedures defined in **Appendix B: Procedures and guidance for staff and volunteers**.

As good practice, ECT will endeavour to be as open and honest as possible with parents and carers about any concerns; however, concerns may *not* be discussed with parents or carers in the following circumstances:

- a) waiting to talk to them before sharing relevant information with an appropriate person or authority would increase the risk of harm to the child or young person
- b) asking for consent may increase the risk of harm to the child, young person, you or anyone else

Safe recruitment

Safe recruitment procedures will enable us to reduce the risk of abuse to children. When recruiting new members of staff or volunteers, all reasonable steps should be taken to ensure only suitable people are selected.

Our team must be made up exclusively of people who are suited to the role and who are less likely to harm children, intentionally or accidentally. Good recruitment, induction and supervision processes show the value with ECT puts on children's safety and wellbeing.

To ensure that we have the best understanding of who we are recruiting, all staff and volunteers must first serve at least one season as a member on one of our teams. Prospective coaches must then volunteer for a further season to demonstrate their dedication and allow us to evaluate their suitability to work unaccompanied with children. Once a coach has been recruited into a position, they will be shadowed for a further month before being allowed to work unsupervised.

Junior coaches (those under the age of 16) must always be accompanied by a qualified coach.

ECT head coaches will select new coaches from those that apply based on their assertiveness, the responsibility they show, their patience, experience and willingness to learn.

In addition, ECT requires any individual intending to work unaccompanied with children to undertake an enhanced DBS check to verify their eligibility to do so. DBS checks will be stored centrally for reference and the Safeguarding Lead will be responsible for ensuring these are up to date.

Correct Training Equipment & Practices

Safety is paramount to those involved at every level of cheerleading. To ensure we keep our athletes and our coaches safe we must always make sure that we have a safe training environment.



The training space must be a large clear space with a minimum height of 5 metres for stunt safety. The training area has a 9-panel, full-size sprung competition cheerleading floor, used at the best competitions worldwide. The springs and cushioning of the mats are designed to reduce the stress on the athlete's joints from tumbling and jumping and also absorb the impact of any falls so that injuries are kept to a minimum.

Other specialist training equipment is used to aid in tumbling, which takes the strain away from coaches physically spotting athletes and reduces the risk of injury to both athletes and coaches.

Before any training session starts a full warm up takes place, led by a coach. This reduces the risk of injury to muscles and ensures the athletes are ready to take part in all aspects of cheerleading.

Staff and Volunteer Training

All of our coaches are trained and qualified through BGU (Building from the Ground Up). BGU are the UK and Europe's leader in safety and technical training for Cheerleading Coaches. Our Lead Coaches are all fully qualified in stunts, tosses and tumbling at a minimum of Levels 1-2. Our Junior Coaches are all qualified in stunts and tumbling at Level 1. These qualifications last for 3 years and on expiry the coaches must attend the full course again as cheerleading skills and safety is continually evolving.

When ready, all coaches are encouraged to move up through the levels and can qualify up to level 6 where appropriate. They are also encouraged to take any additional training options on top of their qualifications to improve their skills and best practices when it comes to stunting, tumbling and teaching young people.

All of our Lead Coaches hold Sports First Aid qualifications as a standard. Our Junior coaches do not hold a first aid qualification as it is not part of their role to deal with any first aid issues. They are never left unsupervised during training at any time.

Our Coaches have all undertaken the appropriate Safeguarding training.

Appropriate Insurances

The following insurances will be maintained to the specified levels to ensure the safety and protection of all our members:

- Public Liability Insurance - £5m
- Employers Liability Insurance - £10m
- Athletes Insurance
- Buildings Contents Insurance

Managing behaviour, discipline and acceptable restraint

Adults supervising children at East Coast Tigers events must never use any form of corporal punishment. If physical restraint is absolutely necessary to prevent injury to any person or to prevent serious damage to property, then the minimum necessary restraint may be used — but for that purpose only.



Unacceptable behaviour at East Coast Tigers events for unaccompanied children will generally be stopped by separating the children from each other and from the group. The miscreants will be suitably supervised and will be returned as soon as possible to the care of their parents.

East Coast Tigers may apply a further disciplinary sanction; namely the banning of the child from one or more future events for the remainder of the season

A parent who is aggrieved by this ban may appeal to East Coast Tigers who will hear the views of all relevant persons. The decision of East Coast Tigers is then final. Any such appeals should be made to, and will be determined by the board of trustees

Other Applicable Policies

The following policies are also adopted by ECT and should be consulted alongside this policy.

- Health & Safety Policy
- Anti-Bullying Policy
- Photo and Video Policy

Legal Framework

This policy has been drawn up in accordance with the following:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- General Data Protection Regulation
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Special educational needs and disability (SEND) code of practice - Guidance on the special educational needs and disability (SEND) system for children and young people aged 0 to 25, from 1 September 2014
- Information sharing: advice for practitioners providing safeguarding services
- Working together to safeguard children (2017)

In addition, guidance from the following organisations has been followed in the implementation of this policy:

- North Yorkshire County Council Safeguarding (<https://www.northyorks.gov.uk/safeguarding>)
- NSPCC (<https://learning.nspcc.org.uk/safeguarding-child-protection/>)
- NSPCC Child Protection in Sport (<https://thecpsu.org.uk/>)
- UK Cheerleading Association (<https://ukca.org.uk/2017/01/safeguarding/>)
- Community First Yorkshire (<https://communityfirstyorkshire.org.uk/>)



Monitoring

Our safeguarding policy will be reviewed a year after development and then every three years, or in the following circumstances:

- changes in legislation and/or government guidance
- as required by the Local Safeguarding Children Board, UK Sport and/or Home Country Sports Councils and the UK Cheerleading Association
- as a result of any other significant change or event.

Declaration

This policy was approved by the ECT board of trustees on 02/04/2019



Appendix A: Definitions and Terms

Children

Anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change his/her status or entitlements to services or protection.

In this document, the term child or children is used generically and includes young people and vulnerable adults.

Vulnerable Adult

A vulnerable adult is a person over the age of 18 who is, or may be, in need of community care services by reason of mental or other disability, age or illness and who is, or may be, unable to take care of themselves, or is unable to protect themselves from significant harm or serious exploitation.

A person's vulnerability will depend on their circumstances and environment, and each case must be considered individually.

In loco parentis

We are acting "in loco parentis" at any point when there are no accompanying parents, guardians or other responsible adults (e.g. grandparents, carers) with children and where parental or individual consent forms have been signed.

Abuse

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

Physical Abuse

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional Abuse

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing



children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual Abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Child Sexual Exploitation

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Neglect

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- a) provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- b) protect a child from physical and emotional harm or danger
- c) ensure adequate supervision (including the use of inadequate care-givers)
- d) ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Extremism

Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist.



Appendix B: Procedures and guidance for staff and volunteers

General Guidance

All staff, volunteers and trustees will be expected to be aware of, and follow the procedures defined in this section of the document.

Staff, volunteers and trustees are expected to adhere to the following general practice guidelines. At all times, you **must**:

- ✓ Treat everyone with respect.
- ✓ Ensure that, whenever possible, there is more than one adult present during activities involving children, young people or vulnerable adults. At least, you should be within sight or hearing range of others.
- ✓ Respect a young person's right to personal privacy.
- ✓ Act in a way that makes you feel approachable so that people would feel comfortable talking to you if they needed to.
- ✓ Recognise that caution is required when you are discussing sensitive issues with children or young people.
- ✓ Operate within the organisation's principles and guidance and any specific procedures.
- ✓ Challenge unacceptable behaviour and report all allegations or suspicions of abuse.

You **must not**:

- X Have inappropriate physical or verbal contact with anyone
- X Allow yourself to be drawn into inappropriate attention-seeking behaviour or make suggestive or derogatory remarks or gestures
- X Reach conclusions about others without checking facts
- X Either exaggerate or trivialise safeguarding issues
- X Show favouritism to any individual

What to do if you suspect abuse

It is the responsibility of every safeguarding team member (all ECT staff and volunteers over the age of 16) to be vigilant for signs that a child, young person or vulnerable adult may be experiencing harm or is at risk of harm. By familiarising yourself with the different types of abuse and the common signs to look out for, you give yourself the best chance of spotting a problem and offering the right kind of help when it is needed.

You may become concerned about someone for a number of reasons, for example:

- They have not spoken to you or avoid speaking to you
- They seem upset or distant
- You have noticed a change in their behaviour
- You have noticed signs that may indicate a problem
- You are given information from another party that concerns you

It is good practice to start by simply asking the person concerned why they are upset or how a cut or bruise was caused, or if there is anything they want to talk about. This practice can help clarify concerns and help you decide on the appropriate action.



If you are concerned about someone, you **must** share your concerns. Initially you should talk to the Safeguarding Lead or their deputy. You should make a note of your concerns and any actions agreed following your discussion with the Safeguarding Lead or their deputy.

What to do if someone talks to you about abuse or neglect

While we should always be on the lookout for signs of abuse or neglect, often these are very hard to see and victims can be very good at hiding problems, especially if they have been going on for a long time.

The best thing we can do in this situation is make ourselves available for people to come and talk to us and instil a sense of trust and willingness to listen among the people that we are responsible for. All members of the team, whether that be the junior and assistant coaches, team coaches, head coaches or even the members of the board of trustees have a position of authority and could be seen, at any time, as someone in which a child, young person or vulnerable adult could confide.

You should always be aware that someone may seek you out to share information about abuse or neglect, or talk spontaneously to individuals or in groups. Remember that it might have taken a lot of courage for someone to start such a conversation so you need to handle the situation very carefully. If this happens to you, you **must**:

- ✓ Listen carefully to the person. DO NOT directly question them, but let them speak.
- ✓ Give the person time and attention.
- ✓ Allow them to give a spontaneous account; do not interrupt someone who is talking freely and recalling significant events.
- ✓ Make an accurate record of the information you have been given taking care to record the timing, setting and people present, the child's presentation as well as what was said. Recordings must be kept secure and in accordance with organisation procedures.
- ✓ Use the child's own words when making notes, where possible.
- ✓ Explain that you cannot promise not to speak to others about the information they have shared.
- ✓ Reassure the person that:
 - you are glad they have told you
 - they have not done anything wrong
 - you will do everything you can to help them
- ✓ Tell them exactly what you are going to do next.
- ✓ Explain that you will need to get help to keep the child safe.

You **must not**:

- X Ask them to make multiple accounts of events within the organisation
- X Promise to keep what they have told you a secret

Informing parents

The GDPR and Data Protection Act 2018 place greater significance on organisations. ECT will be being transparent and accountable in relation to their use of data for collecting, storing, and sharing information.

Information to be shared with another agency will usually require explicit consent except where there are concerns for the welfare or safety of the child. In these circumstances the need for consent changes where it is believed that a child has or is likely to suffer:

- Significant harm and/or;



- Has developmental and welfare needs which are likely only to be met through provision of family support services (with agreement of the child's parent or guardian).

For cases not reaching this threshold, it is good practice to be open and honest at the outset with the parents or carers about your concerns, and the need for a referral. All reasonable efforts should be made to inform parents or carers prior to discussing concerns with Children and Families Service; however, this should not be delayed if concerns cannot be discussed with a parent or guardian.

Where the child expresses a wish for his or her parents not to be informed, their views should be taken seriously and a judgement made based on the child's age and understanding, as to whether the child's wishes should be followed.

For more advice, refer to <http://www.nspcc.org.uk/preventing-abuse/child-protection-system/legal-definitionchild-rights-law/gillick-competency-fraser-guidelines/>

There may be some circumstances where it is not appropriate to seek consent, either because the individual cannot give consent, it is not reasonable to obtain consent, or because to gain consent would put a child or young person's safety or well-being at risk.

Where a decision to share information without consent is made, a record of what has been shared should be kept along with the reason why consent was not obtained.

Consultation with the Children and Families Service

Where concerns have been highlighted to the Safeguarding Lead, they will contact the Customer Contact Centre to discuss the concerns with the Children and Families Service. Please see below for contact information.

You may also wish to consult with the Children and Families Service in the following circumstances:

- When you have been unable to contact the Safeguarding Lead or their deputy and you believe the child is at risk of harm
- When you remain unsure after internal consultation as to whether safeguarding concerns exist
- When there is disagreement as to whether safeguarding concerns exist, or
- When the concerns relate to any member of the organising committee.

Consultation is not the same as making a referral but should enable a decision to be made as to whether a referral to Social Services or the Police should progress.

Making a Referral to the Children and Families Service

In order to make a referral to Children and Families Service, the Customer Contact Centre should be contacted in the first instance. This will usually be by the Safeguarding Lead or their deputy. The Customer Contact Centre can be contacted by the following methods:

During Office Hours

By Phone: 01609 780780

Email: children&families@northyorks.gov.uk

East Coast Tigers – Safeguarding Policy



Outside Office Hours

Emergency Duty Team (for evenings, weekends and bank holidays): 01609 780780

For further information please see:

<https://www.northyorks.gov.uk/contact-us-out-hours>

Confirmation of Referral

A written confirmation of the referral must be completed and submitted **within 24 hours**. This will normally be completed by the Safeguarding Lead. Where possible, North Yorkshire CYPS request that you use their “Referral Form for the Children and Families Service” to ensure that all relevant information is provided to ensure that the referral can be progressed as effectively as possible.

When contacting the Customer Service Centre the staff should:

- Clearly identify themselves, their agency/relationship with the child(ren) and family,
- Give details of where they can be contacted.
- Provide as much relevant family information as possible and, clearly stating the name of the child, the parents/carers and any other children known to be in the household, the dates of birth and addresses and any previous addresses known
- Provide details of any special needs or communication needs of either the child or any family member
- State why they feel the child is suffering, or is likely to suffer, significant harm.
- Share their knowledge and involvement of the child(ren) and family
- Share their knowledge of any other agency involved
- Indicate the child’s, parent’s/carer’s knowledge of the referral and their expectations
- Ensure they record within their agency files the concerns and action taken



Appendix C: Incident Report Template

Your name:	Name of organisation:
Your role:	
Contact information (you):	
<i>Address:</i>	<i>Postcode:</i>
<i>Telephone numbers:</i>	<i>Email address:</i>
Child's name:	Child's date of birth:
Child's ethnic origin:	Does child have a disability?
Child's gender:	
<input type="checkbox"/> Male <input type="checkbox"/> Female	
Parent's / carer's name(s):	
Contact information (parents/carers):	
<i>Address:</i>	<i>Postcode:</i>
<i>Telephone numbers:</i>	<i>Email address:</i>
Have parent's / carer's been notify of this incident?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If YES please provide details of what was said/action agreed:	
Are you reporting your own concerns or responding to concerns raised by someone else:	
<input type="checkbox"/> Responding to my own concerns <input type="checkbox"/> Responding to concerns raised by someone else	
If responding to concerns raised by someone else, provide details:	
<i>Name:</i>	
<i>Position within the sport or relationship to the child:</i>	
<i>Telephone numbers:</i>	<i>Email address:</i>
Date and times of incident:	
Details of the incident or concerns:	



Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.

Child's account of the incident:

Please provide any witness accounts of the incident:

Please provide details of any witnesses to the incident:

Name:

Position within the club or relationship to the child:

Date of birth (if child):

Address:

Postcode:

Telephone number:

Email address:



Please provide details of any person involved in this incident or alleged to have caused the incident / injury:

Name:

Position within the club or relationship to the child:

Date of birth (if child):

Address:

Postcode:

Telephone number:

Email address:

Please provide details of action taken to date:

Has the incident been reported to any external agencies?

- Yes
 No

If YES please provide further details:

Name of organisation / agency:

Contact person:

Telephone numbers:

Email address:

Agreed action or advice given:

Your Signature:		Print name:	
Date:			

Contact your organisation's Designated Safeguarding Officer in line with East Coast Tigers reporting procedures.

