**TEMPLATE 7 CHILD PROTECTION INCIDENT/CONCERN REFERRAL FORM **

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| BADMINTON CLUB OR COUNTY | | | | | | | | |
|  | | | | | | | | |
| YOUR DETAILS | | | | | | | | |
| First name | | | | Surname | | Position | | |
|  | | | |  | |  | | |
| Home address | | | | | | | | |
|  | | | | | | | | |
| Daytime phone number | | | | Evening phone number | | Email address | | |
|  | | | |  | |  | | |
| YOUNG PERSON’S DETAILS | | | | | | | | |
| First name | | | | Surname | | Parent / legal guardian’s name | | |
|  | | | |  | |  | | |
| Date of birth | |  | | | Male or female | |  | |
| Home address | | | | | | | | |
|  | | | | | | | | |
| Does the young person have a disability? If so, please give details | | | | | | | | |
|  | | | | | | | | |
| Please indicate their ethnic origin: | | | | | | | | |
| WHITE | | | British | | Irish | | | White-other |
| MIXED | | | White and Black Caribbean | | White and Black African | | | White and Asian |
| ASIAN/ASIAN BRITISH | | | Indian | | Pakistani | | | Bangladeshi |
| BLACK/BLACK BRITISH | | | Caribbean | | African | | | Other |
| CHINESE | | |  | |  | | |  |
| OTHER | | |  | |  | | |  |
| Details of the accused / adult whose behaviour you have concerns about. | | | | | | | | |
| First name | | | | Surname | | Position in badminton | | |
|  | | | |  | |  | | |
| Home Address | | | | | | | | |
|  | | | | | | | | |
| Phone Number | | | | | Date of Birth | | | |
|  | | | | |  | | | |
| Are you reporting your own concerns or passing on those of someone else?(please give details) | | | | | | | | |
|  | | | | | | | | |
| Please give a brief description of what has given you cause for concern | | | | | | | | |
| Please include dates, times, venue etc. of any specific incidents | | | | | | | | |
| Have you spoken to the young person(s) involved ? | | | | | | | | |
| If so, please give details of what was said and when | | | | | | | | |
| Have you spoken to the parent/carer of the young person(s) involved? | | | | | | | | |
| If so, please give details of what was said and when | | | | | | | | |
| What is the relationship between the young person and the accused? | | | | | | | | |
|  | | | | | | | | |
| Action taken so far | | | | | | | | |
| Please continue on a separate sheet if necessary | | | | | | | | |
| External Agencies contacted so far | | | | | | | | |
| Date | | | Name | | Position | | | Contact Details |
|  | | |  | |  | | |  |
|  | | |  | |  | | |  |
|  | | |  | |  | | |  |
|  | | |  | |  | | |  |
| Any other relevant information | | | | | | | | |
|  | | | | | | | | |
| Signed |  | | | | Print name |  | | |
| Date |  | | | | | | | |

Remember to maintain confidentiality on a need to know basis. Only disclose information if it will protect the child. Do not discuss this incident with anyone other than those who need to know. This form should be marked PRIVATE & CONFIDENTIAL and sent to: Lead child Protection Officer, Badminton England, Bradwell Road, Milton Keynes, Buckinghamshire.MK8 9LA. Or email to: [safeguarding@badmintonengland.co.uk](mailto:safeguarding@badmintonengland.co.uk)